Cullybackey College

Centre Review Application Form

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| **Candidate Name** |  | | | **Subject** |  | |
| **Exam number** |  |  |  | **Level** (GCSE/GCE) |  | |
|  |  | |  | **Unit** (if known) |  |  |
| **Contact email** |  | | | **Mark/Grade** |  |  |
|  | | | | | | |
| **Reason for appeal**  *(Please tick one or both of the options below)*   |  |  | | --- | --- | | **I believe the centre made an administrative error** |  | | **I believe my centre failed to follow the procedure(s) correctly** |  |   *(Please give enough detail to support your case – what did the centre fail to do? Why was this a failure in the centre’s procedures? Why was this failure important in determining your grade? What was the administrative error and what difference did it have to your grade?)* | | | | | | |
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| *Please note that if you ask your centre to undertake a Centre Review- there are three possible outcomes:*   * *Your original grade is lowered* * *Your original grade is confirmed (no change)* * *Your original grade is raised.* | | | | | | |
| **Signatures**   |  |  |  | | --- | --- | --- | | Signed: | (student) | Date: | | Signed: | (parent) | Date: |   **Review/Appeal outcome**  (For office use – please do not complete)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Administrative Checks** | | | | | | Has the correct grade been recorded on all internal assessment documentation? | Yes |  | No |  | | Has the correct final grade been submitted to the awarding organisation? | Yes |  | No |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Procedural Checks** | | | | | | Were all roles and responsibilities fulfilled in line with the centre policy? | Yes |  | No |  | | Was all training, support and guidance shared with staff in line with the centre policy | Yes |  | No |  | | Was all of the evidence selected for this student permitted under the centre policy? | Yes |  | No |  | | When determining and quality assuring the CDGs, was the centre policy followed? | Yes |  | No |  | | Has the candidate been assessed on work they had not been taught/studied? | Yes |  | No |  | | Were agreed access arrangements or reasonable adjustments in place for all assessments? | Yes |  | No |  | | Were any mitigating circumstances affecting the candidates taken into account? | Yes |  | No |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Centre Review Outcome** | | | | | | Have any procedural or administrative errors been identified during your review? | Yes |  | No |  | | If Yes, what action has been taken? | | | | | | Has this resulted in a change to the candidate’s grade? | Yes |  | No |  |  |  |  |  |  | | --- | --- | --- | --- | | **Original CDG** |  | **CDG after Centre Review** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Signed:** |  | **Date:** |  |   **FINAL OUTCOME** | | | | | | |
|  | | | | | | |

*Please note that the final deadline for ALL reviews and appeals is 17th Sept 2021.*