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)*

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| --- | --- |
| **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?)*  |
|  |
| *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)

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| **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 |  |

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| **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 |  |

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| **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 |  |

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| **Original CDG** |  | **CDG after Centre Review**  |  |

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| **Signed:** |  | **Date:**  |  |

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