

**Please complete all information requested clearly.
Please place the form in the designated box in main school reception.
DO NOT POST OR EMAIL THIS FORM.**

Stage One – Centre Review

Student Request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name	The Thomas Hardy School	Centre Number	55321
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Student Name		Candidate Number	
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Student Email		Contact Number	
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Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	Yes/No	If Yes provide your UCAS personal ID e.g. 123-456-7890	

Grounds for centre review Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>

Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students'. In submitting this review, I am aware that:		
<ul style="list-style-type: none"> The outcome of the review may result in my grade remaining the same, being lowered or raised The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 		
Student Name	Student Signature	Date
_____	_____	_____