



MAHARISHI SCHOOL

Exam Appeals 2021

Dear Students,

Every year there are students who are disappointed with the grades they achieve. This year has been particularly challenging for students and teachers alike.

Your grades have been submitted following an internal standardisation process as outlined in our centre policy and with guidance from the awarding organisations. If you are concerned the grades you have received are wrong, there is an appeal process, outlined below. You might also consider whether you could sit exams in the autumn series to improve your grade.

Results day is Thursday 12th August. Results will be issued at 8:30 am.

For the students who have requested their results to be emailed, you should receive this at 8:30. If there is a delay it will be due to a technical issue. If this happens you will be informed of this via a text message or phone call. You will still be able to receive your results.

For the students who have requested to collect their GCSE results, please arrive at school between 8:30 - 9:00 am. **Please do not arrive any later than 9:00 am.**

Dates	What's Happening	Action
12 August	GCSE results	Receive email 8:30 Collection 8:30 - 9.00 am
Deadline: 3 Sept (non priority)	Centre review (Stage 1)	Complete form & email within the deadline
Deadline: 17th Sept (non priority)	Awarding review (stage 2)	Complete form & email within the deadline

Appeals - Important information for students

What may happen to your grade during the centre review and appeals process?

- If you request a centre review or an awarding organisation appeal, there are three possible outcomes:
- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received. Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review? (stage 1)

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. **You must request a centre review before you can request an awarding organisation appeal.** This is so the awarding organisation is certain that your grade is as the centre intended.

If the centre's review finds a failure and concludes that a grade change is needed, the centre will submit an error correction request to the relevant awarding organisation as soon as possible. The resulting outcome may be that your grade is raised, stays the same or is lowered, depending on the impact of the error or failure.

What will be checked during an awarding organisation appeal? (stage 2)

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by, or by **3 September 2021 for non-priority appeal.**

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. School will submit this on your behalf. Requests for **non-priority appeals** should be submitted by **17 September 2021.**

What is a priority appeal?

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal a GCSE result. You should inform your intended higher education provider that you have requested a centre review or appeal.

Appeal Stage one

Request a Centre review

Deadline: 3rd September

Maharishi School will consider the review and determine if a grade change is necessary due to a procedural failure or administrative error.

You will be informed of the outcome of the centre review via your personal email. If the centre review finds a failure and concludes that a grade change is needed, an **error correction request** will be submitted to the relevant awarding organisation as soon as possible.

The resulting outcome may be that the grade is raised, stays the same or is lowered, depending on the impact of the error or failure.

Whether or not a procedural or administrative failure has been found, and whether or not your grade has changed as a result, you have the right to submit an appeal to the awarding organisation as the next stage in the process.

Appeal Stage 1

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	Maharishi School	Centre Number	46806
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Student Name		Candidate Number	
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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	Tick <input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	Tick <input type="checkbox"/>
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Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. (5000 character limit)

Appeal Stage 1: 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' section above. In submitting this review, I am aware that:

- 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 organisations) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name:

Student signature:

Date:

Complete the Student Request Form (Appeal Stage 1) and email to:

lwalters@maharishischool.com

pwebster@maharishischool.com

Appeal Stage two

Request an Appeal to Awarding Organisation

Deadline: 17th September

Maharishi School will submit the appeal to the awarding organisation and will confirm this via email to your personal email address.

The awarding organisation will report on the outcome of the appeal, with reasons for its decisions, to Maharishi school within 42 calendar days.

The resulting outcome may be that the grade is **raised**, stays the **same**, or is **lower**, depending on the impact of the error or failure. Maharishi school will share the outcome of the awarding organisation appeal with the student via their personal email.

Appeal stage 2

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Grounds for appeal

Please tick the grounds upon which you wish to appeal

1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.

1. Administrative error by the awarding organisation

You **must** provide a clear explanation. There is a 5,000 character limit.

2. (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3. (a) Selection of evidence

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3. (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Appeal stage 2: Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the **same**, being **lowered** or **raised**
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student Name

Student signature

Date

Complete the Student Request Form, Appeal Stage 2 and email to:

lwalters@maharishischool.com

pwebster@maharishischool.com