

Ribston Hall High School

Review of centre-based
decision
Summer 2020

Review of centre-based decision - procedure

Ribston Hall High School will:

- inform candidates of the arrangements for appeals
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade or rank order information or if it believes an awarding body made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body

Ribston Hall High School will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade

A request for a review of a centre-based decision can be submitted to the centre where a candidate believes there are grounds to appeal against the centre's decision:

- not to seek any information the awarding body holds that would be needed for an appeal and/or
- not to appeal to the awarding body

A request for a review should be submitted by

- completing and submitting a Request for review form **within two calendar days** of being informed of the centre's decision, **or by Monday, 14th September 2020, if that date is earlier.**

The appellant will be informed of the outcome of the review.

If the internal review is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer)
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Request for review form

Summer 2020 awarding

Please tick box to indicate the nature of your request for review and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal
- Appeal against the centre's decision not to appeal to the awarding body

Candidate name		Awarding body	
Subject		Qualification type	

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate signature:

Date of signature:

This form must be signed, dated and returned to the exams officer (exams@ribstonhall.gloucs.sch.uk) on behalf of the head of centre to the timescale indicated in the review of centre-based decision procedure

