

Tags Appeals Process Summary Flowchart

Student not sure, if their grade is correct?. Want to check if the Teacher Assessment Grade (TAG) was submitted correctly to the Exam Board?



Complete Stage One – Centre Review Form - Student completes Centre Review Form to request a review of teacher assessed grade and submit by 1 September date to:



Disagree with decision



No error made



Yes, error made



Continue on to further/higher education – contact our Carers team for advice / support if needed.

**** CAREERS EMAIL ADDRESS****



The error correction request to be completed and sent to the awarding organisation.

Awarding organisation will consider the outcome and make final decision.



Complete Stage Two – Appeal to awarding organisation Form. This form should be submitted to examresults@hgsc.co.uk by 14 September if the student believes any of the following occurred:

- There has been a procedural error
- There has been an administrative error
- The grade reflects an unreasonable exercise of academic judgement



The awarding organisation will decide whether the appeal will be accepted for evaluation or not, based on:

- Grounds of appeal are within the remit of the appeals process.
- Centre review has been completed.
- Timing of application.
- Student has confirmed that they consent to their grade being raised, lowered or stay the same.



Awarding body decision provided. Grade will stay the same, be raised or lowered. School informs student of the outcome.



Student still not happy



Apply for a procedural review to the Exam Procedures Review Service