**Teacher Assessed Grade Summer 2021**

Please complete this form to request that Bath College review the Teacher Assessed Grade you have been awarded to identify if a procedural or administrative error has occurred.

In this document it refers to the Centre, the Centre is Bath College.

Centre Review Request: Stage 1 Appeal

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| Student Name  |  |
| Student ID Number  |  |
| Date of centre review request submission  |  |
| Programme Name  |  |
| Teacher Assessed Grade Awarded  |  |
| Is this a priority request? *(If you are applying to start University in September 2021, you are a priority appeal.)*  |  | If yes, please provide your UCAS ID number *(10 digits and you can find this on all UCAS communication)* |  |

**Why are you making the Centre Review Request?**

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| **Please select the reason you would like to make a centre review request.**  |
| * An administration error has been made by the Centre
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| * A procedural error has been made by the Centre
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**Supporting Evidence**

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| **Please provide a short explanation of the error that you believe has been made and how you think this has impacted on your grade.** |
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| **Authentication**  |
| I can confirm that I have read the advice, information, and guidance produced by JQC and Bath College. I understand the next step (stage 2) can only be completed once the Centre Review (stage 1) has taken place. I understand the outcome of the review could result in my grade being lowered, raised, or staying the same.  |
| ***Signed***  |  |
| ***Date***  |  |

Please read the frequently asked questions below **before** the Centre Review is submitted.

***What will be checked in the Centre Review?***

The Centre Review is stage 1 of the appeals process, we will check to identify if a procedural error and/or administrative error has occurred.

* A procedural error means that we have not followed the steps (process) set out in our Centre Policy.
* An administrative error means that we have we made an error in recording your grade or when submitting your grade to the awarding organisation (exam board).

***What could the outcome of a Centre Review and what does this mean for my grade?***

There are a few possible outcomes:

* Your original grade is confirmed so there is no change.
* Your grade could be lowered.
* Your grade could be raised.

***I would like to make a Centre Review request, when should I do this?***

If you are a UCAS applicant, is it critical that your request is processed quickly as a priority, and you must submit your request before the 16th August 2021.

If you are not a UCAS applicant, you must submit your request before the 6th September 2021.

We will make every effort to process all requests as quickly as possible and you will be notified on when you can expect a response when your request has been made.

Centre Review requests cannot be made after these dates, and we recommend you submit your request as soon as possible.

***What is UCAS Personal ID?***

This is the 10 digit code you will see on any of your correspondence from UCAS, this is only relevant for those learners planning to progress to University in September 2021, and who has already made a UCAS application.

***What happens if I am still not satisfied with the College’s response to my appeal?***

If your centre review requests is completed by our Review Panel and they determine that no administrative or procedural error has occurred you can ask us to make an appeal with the awarding organisation on your behalf, this is the second and final stage in the process. Please note that there are time constraints for your stage 2 request to be made.

Deadline for the College to submit stage 2 priority appeals is 19th August 2021.

Deadline for the College to submit stage 2 non-priority appeals is 13th September 2021.