



Stage 1 Appeals

A Stage 1 appeal will result in a centre review of your grade.

If you don't think you have been issued with the correct grade, you can appeal to the School who will review whether they:

- made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness. To help you decide whether to appeal, you can request that your school or college shares with you the following information on results day if not before:
 - their Centre Policy
 - the sources of evidence used to determine your grade along with any grades/marks associated with them
 - details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

How to submit a review

Please complete the Stage 1 appeal form and send to: exams@stedwards.co.uk

By submitting a Stage 1 appeal request, you are providing the School with your written consent to conduct the appeal on your behalf.

It is important to remember that your grade can go down, up or stay the same through the appeal process. If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer.