



Stage 2 Appeals to the Exam Board

If you have completed a Stage 1 Appeal (centre review) and still don't think you have the correct grade, you can ask the School to appeal to the exam board (Stage 2 Appeal), who will review whether:

- the school or college made an unreasonable exercise of academic judgement* in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- the school or college 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.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

By submitting a Stage 2 appeal request, you are providing the School with your written consent to conduct the appeal and submit it to the exam board on your behalf.

It is important to remember that your grade can go down, up or stay the same as a consequence of 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.

You should also tell the School so we can ask the exam board to prioritise your appeal.

**A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.*

How to submit a review

Please complete the Stage 2 Appeal Form and send to: exams@stedwards.co.uk

Timeframe of the appeals process:

The timelines for priority and non-priority appeals will be as follows:

Priority appeals window

10th August to 7th September:

- 10th August to 16th August: student requests centre review
- 10th August to 20th August: centre conducts centre review
- 11th August to 23rd August: centre submits appeal to exam board

Non-priority appeals window

10th August to end of October:

- 10th August to 3rd September: student requests centre review
- 10th August to 10th September: centre conducts centre review
- 11th August to 17th September: centre submits appeal to exam board

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.