

**Loughborough College**

**Teacher Assessed Grade Appeal Form 2021**

Centre review (internal appeal)

The internal appeal process will check that the college has followed processes, that no errors have been made and that there has been no bias/discrimination. This review will be carried out by a senior manager who has not been involved in the original assessment of grades. The review will not involve a re-marking of any evidence used.

What happens next: when the appeal is received, we will acknowledge receipt and pass it to the exams team to prepare a response.

For urgent appeals, you must submit your appeal by 3pm on 16th August and the outcome of the appeal will be sent to you in writing by 20th August. For all other appeals, you must submit your appeal by 3pm on 3rd September and the outcome will be sent to you in writing by 10th September.

Section 1 – Personal Details

1. Full name:
2. Student number:
3. Email address:
4. Contact number:
5. Please list the course you have studied (e.g. A Level Maths, Physics, Chemistry):
6. Which result(s) you are appealing (e.g. A Level Maths only)?
7. What is the Teacher Assessed Grade(s) you were awarded?

Section 2 – Nature of Appeal

1. Do you need a successful appeal against your grade in order to progress to your next stage of education or work?

Yes – this is an urgent appeal

No – I want to appeal but it is not urgent

Section 3 – Details on why you are appealing

1. Are there any issues with the **range of evidence** used?

(Leave blank or give details)

1. Are there any issues with how that evidence was **balanced/evaluated?**

(Leave blank or give details)

1. Were there **reasonable adjustments** that should have been in place but were not provided, or were these adjustments not properly taken into account?

(Leave blank or give details)

1. Were there any **mitigating circumstances** that the college knew about but did not take into account, or **other special factors?**

(Leave blank or give details)

1. Is there **anything else you think the college has done wrong** in arriving at the Teacher Assessed Grade?

(Leave blank or give details)

1. Do you have evidence to supply to support your appeal?

Yes (please attach to this form)

No

1. If you have any further evidence that has not been uploaded, please provide details:
2. Please read before signing:

Appeals must be signed by the learner. A parent or carer’s signature will only be permitted where the college has signed permission from the learner for the parent/carer to act on the learner’s behalf.

The information contained in this appeal is correct. I understand that my grade can be changed upwards, downwards or remain unchanged as a result of this centre review (internal appeal).

Learner signature:

Date: / /