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| **Internal appeals form**  Summer 2021 awarding | FOR CENTRE USE ONLY | |
| Date received |  |
| Please tick box to indicate the nature of your appeal and complete all white boxes on the form below | Reference No. |  |

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|  | Stage One – Centre Review (Must take place first)  Appeal against the grade you have received (centre to review if appeal is required with the awarding body) |

**This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. To ensure your grade is as the centre intended a centre review must be conducted before an appeal to the awarding organisation.**

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| Name of appellant |  | | Awarding body |  |
| Candidate name |  | | Qualification title |  |
| Student ID Number  if different to appellant |  | | Subject |  |
| Teacher assessed grade issued |  | |  |  |
| \*Indicate if you consider this a priority appeal as you are applying for Higher Education in 2021 | | | YES/NO If yes please indicate your UCAS number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Please state the grounds for your appeal below:            If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed | | | | |
| I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the ‘Important information for students’ section above. In submitting this review, I am aware that: • The outcome of the review may result in my grade remaining the same, being lowered or raised • The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. | | | | |
| Appellant signature: | | Date of signature: | | |

This form must be signed, dated and returned to the appeals team, [**summer2021appeals@southstaffs.ac.uk**](mailto:summer2020appeals@southstaffs.ac.uk) within the timescales outlined above