

GCSEs and Vocational Qualifications 2022:

The appeals process explained

Grade Appeals: What can I do if I think my grade is wrong? How do I appeal? What will happen if I appeal?

Your questions answered

If you think a grade is incorrect when you receive your results, you should speak to a member of staff in the first instance or notify us by email to exams@millbayacademy.org to discuss requesting a review from the exam board.

We will then send you the following documents

1. A form to complete
2. A copy of our centre policy

If you wish to proceed with the appeal, please email exams@millbayacademy.org before the deadline of **5th September 2022**.

What services are available?

There are currently **three** main services available:

Clerical re-check - ensures all the pages were marked, all the marks were counted and the result matches the marks on the paper.

Review of Results - offers a clerical re-check (as above), a review of the marking and a review of moderation (if applicable).

An appeals process is available to centres after receiving the outcome of a review of results. *Please note, a review of moderation must include the whole cohort and is not offered to individual students.*

Access to Scripts - provides access to marked examination scripts.

What happens next?

The exam board will check your work for marking mistakes. Your mark may change if they find any.

If your mark changes your overall grade may also change. Your new grade could be higher or lower than the original.

If you still think there's a mistake, you can ask your school or college to appeal the result. The exam board will then look at your work again and decide if your mark or grade needs correcting.

Can I see my paper before I decide?

Yes, if you wish to see a **copy** of your paper (without a re-check or review) this can be requested but please note the **deadline to request this is 05 September 2022**.

What advice is there if I'm not sure what to do next?

Staff will be available on results collection day should you wish to discuss your next steps or understanding your results.

The Department for Education has set up an exam results helpline, which can be reached on 0800 100 900 and more information is available at nationalcareers.service.gov.uk.