



# Summer 2021 Appeals Process

## Forms

Stage 1 and stage 2 forms are available to download from the PWS [website](http://www.pws.emat.uk).  
Go to [www.pws.emat.uk](http://www.pws.emat.uk) > Students & Parents > Exams  
**Reviews and appeals must be submitted by the student/candidate, not a parent/carer.**

**I am not happy with my grade**  
**STAGE 1**  
**On results day:** Speak to Mr Woodhouse (Deputy Headteacher) or Miss Gallagher (Exams Officer)  
**After results day:** Complete stage 1 centre review form

**Deadlines:**  
**Priority Reviews:**  
• Stage 1 centre review: Fri 13 August  
• Stage 2 exam board appeal: Thurs 19 August  
A priority review is only for Year 13 students applying to higher education who did not attain their firm choice and wish to appeal an A-Level or other Level 3 qualification result.  
**Standard Reviews:**  
• Stage 1 centre review: Fri 27 August  
• Stage 2 exam board appeal: Mon 13 September

Your grade will be checked for any administrative or procedural errors:  
• Administrative error by the centre (e.g. the wrong grade/mark was recorded against an item of evidence)  
• Procedural error by the centre (e.g. a reasonable adjustment / access arrangement was not provided)

Grade revised / resubmitted to exam board

Errors have been identified

No errors have been identified

I am still not happy with my grade

Two possible outcomes

If the appeal is successful  
**Grade change**  
grades can go up or come down

If the appeal is unsuccessful  
**No change**

I am still not happy with my grade

Two choices

Sit exam in Autumn 2021

Make an appeal to exam board

**STAGE 2**  
Complete stage 2 exam board appeal form requesting school to submit an appeal to the exam board  
Evidence must be submitted

Two possible outcomes

**Grade change**  
grades can go up or come down

**No change**  
option available to sit exam Autumn 2021

**Autumn 2021 Exams**  
Autumn 2021 exam information will be available on the PWS [website](http://www.pws.emat.uk) once details have been published by the exam boards.  
Go to [www.pws.emat.uk](http://www.pws.emat.uk) > Students & Parents > Exams