

## Formal Appeal Process

### Examination Results

Contact your school to challenge a GCSE, AS level or A' Level, BTEC or Cambridge Technical grade. Your school can request the exam board to review the remarking of your exam entry.

You will be required to provide written permission and the fee before the school can submit your request.

The review of marking could take up to 20 calendar days.

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 is a mistake, you can ask your school to appeal the result. The school must agree that there are grounds to support the appeal before the appeal will be submitted.

You must complete the appeal form within **10 days** of receiving the review of the remarking outcome clearly outlining the grounds for the appeal.

The Head of Centre will review the request and evaluate the grounds for the appeal as detailed in the JCQ appeal booklet.

The Head of Centre will confirm in writing within 14 days of receiving the request whether to proceed with the preliminary appeal.

Please refer to the Internal appeals procedure (reviews of Results and Appeals) for further details of the preliminary appeal.

Post 16 Exams Team

### Formal Appeals Form: Review of Markings

Surname	First Name
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Subject	Original Grade	Reviewed Grade	Original mark	Reviewed Mark

Grounds for the appeal

Candidates Signature	Date
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**Completed by School**

Date appeal received	Appeal accepted/ declined	Date review outcome sent to candidate	Date HOC decision sent to candidate