Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

For centre use only:

Date Received:

Reference No:

* Administrative Appeal
* Procedural Appeal
* Centre Judgment Wrong

The deadline for **priority** appeals (intended for when a university, college of sixth form place depends upon the grade) is **16th August** for an administrative or procedural appeal at school level and **23rd August** for a ‘centre judgement wrong’ appeal that will go to the exam board.

The deadline for non-priority appeals (intended for non-urgent appeals) is **3rd September** for an administrative or procedural appeal at school level and **17th September** for a ‘centre judgment wrong’ appeal that will go to the exam board.

**Grades can remain the same, go up or go down as a result of the appeals process.**

One form *per subject* that you wish to appeal must to be completed and emailed to the examinations officer at: [exams@verulam.herts.sch.uk](mailto:exams@verulam.herts.sch.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Name** |  | | | **Awarding Body** | |  | |
| **Candidate Number** |  | | | **Qualification Type:**  **(i.e. GCSE/ GCE)** | |  | |
| **Email address** |  | | | **Subject** | |  | |
| **Mobile No.** |  | | | **Subject Code** | |  | |
| Please state the grounds for your appeal highlighting where the school procedure was not implemented or you believe the centre judgment to be wrong (including evidence):  If necessary, continue on an additional page if this form is being completed electronically | | | | | | | |
| **Parent/Candidate Signature:** | |  | **Date:** | |  | | |
|  | | | | | | |

This form must be signed and emailed to the Exams Officer on behalf of the Head of Centre to the timescale indicated in the internal appeals procedure