

# Preparing for appeals for GCSE, AS and A level general qualifications



The following steps will help you to prepare for the centre review and appeals processes. We have also highlighted key sections of the JCQ document, [A guide to appeals processes Summer 2021 series](#), which you may find particularly helpful as you prepare.

|  | Guidance  |
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| <br><b>Before<br/>grades are<br/>submitted</b>  | <p>Check that you have shared sufficient information with students and parents to give them an understanding of the process.</p>  |
|  | <p>Check that all students have notified you of any mitigating circumstances such as illness or issues with reasonable adjustments. Where appropriate, these should be taken into account in your grading.</p>  |
|  | <p>Check that all subject teams have followed your centre's procedures in selecting evidence and determining grades.</p>  |
| <br><b>After<br/>grades are<br/>submitted</b> | <p>Check for any procedural or administrative errors in your grade submissions. If you find an error now, you can ask Pearson to correct it ahead of results day.</p>   |
|  | <p>Check that all documentation and evidence is ready and accessible to staff who will be completing centre reviews and submitting appeals.</p>   |
| <br><b>Results<br/>day</b>                    | <p>Prepare for the centre review process. Information about how to request a centre review or appeal should be shared with students ahead of results day.</p>   |
|  | <p>Be ready to share information about how grades were determined with students on results day, if you have not already done so.</p>  |
|  | <p>Conduct centre reviews:</p> <ul style="list-style-type: none"> <li>• JCQ Appendix B is a form which students can use to request centre reviews and appeals.</li> <li>• Make sure that students who request a centre review or appeal are aware that their grade could go down, up or stay the same as a result.</li> </ul> |
|  | <p>If you discover an error as a result of a centre review, submit a request to correct the grade to Pearson. Read the guidance on changing grades in Appendix D of the JCQ Guidance before you submit a request.</p>   |
|  | <p>Submit awarding organisation appeals:</p> <p>Use the Evidence Checklist in JCQ Appendix C to make sure you have submitted all required evidence.</p>   |