ALDE VALLEY ACADEMY
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CHECKLIST

GCSE Grade Appeal Checklist

- [ ] Ask the school for a copy of its appeals policy and note the internal deadline
- [ ] Decide which route suits your situation: clerical check, priority remark, standard remark or board appeal
- [ ] Fill in the school's request form and state which subject and paper you want reviewed
- [ ] Sign the consent form acknowledging that the grade may fall as well as rise
- [ ] Pay the fee or agree to pay if the grade does not improve
- [ ] Confirm the school has submitted the request before the exam board's external deadline
- [ ] Tell any sixth form or college holding an offer that you have requested a review
- [ ] Wait for the outcome and check the revised grade appears correctly on your certificate