**FORM A: Request for Autumn Exam Series Entry**(Electronic copy available at <https://www.newcastlesixthformcollege.ac.uk/the-college/policies-and-information/>)

Complete this form in as much detail as possible and email to nsfcoffice@newcastlesfc.ac.uk by **6pm on Thursday 27th August**.

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Candidate Number (if known) |  |
| [ ] Tick to confirm you have read the Ofqual student guide before submitting this form |
| [ ] Tick to confirm you spoken to a member of staff for advice and guidance about your progression options. For the vast majority of students, resits will not be in their best interest. |
| Exam(s) that you wish to resit, eg OCR A Level French |  |
| **Reason for request (please give as much information as possible)** |
|  |
| **To be completed by the college** |
| Name of WCLT member approving request: |
| **Outcome** |
|  |

**FORM B: Request for Information on Centre Assessed Grade**(Electronic copy available at <https://www.newcastlesixthformcollege.ac.uk/the-college/policies-and-information/>)

Complete this form in as much detail as possible and email to nsfcoffice@newcastlesfc.ac.uk by **6pm on Thursday 27th August**.

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Candidate Number (if known) |  |
| [ ] Tick to confirm you have read the Ofqual student guide before submitting this form |
| Exam(s) that you wish to request information for, eg OCR A Level French |  |
| **Information requested (please tick)** |
| [ ] Centre Assessed Grade that the college submitted to the exam board |
| [ ] Position in the rank order that the college submitted to the exam board  |
| [ ] Other – please state below what information you are requesting |
| **Reason for request (please give as much information as possible)** |
|  |
| **To be completed by the college** |
| Name of college staff member handling request |  |
| **Outcome** |
|  |

**FORM C: Request for Exam Appeal**(Electronic copy available at <https://www.newcastlesixthformcollege.ac.uk/the-college/policies-and-information/>)

Complete this form in as much detail as possible and email to nsfcoffice@newcastlesfc.ac.uk by **6pm on Thursday 27th August**

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Date of Birth |  |
| Candidate Number (if known) |  |
| [ ] Tick to confirm you have read the Ofqual student guide before submitting this form |
| Exam(s) that you wish to appeal, for example OCR A Level French |  |
| **Reason for exam appeal (please tick)** |
| [ ] I think the college made an administrative mistake when it submitted my grade/rank order |
| [ ] I think the exam board made an administrative mistake when it calculated my grade |
| [ ] I’m entitled to reasonable adjustments due to my disability, and I don’t think this was taken into account when determining my centre assessment grade |
| [ ] I think my result, or someone else’s, has been affected bywrongdoing such as discrimination or bias |
| [ ] Other – you must state your reason below |
| **Evidence to support your request (please give as much information as possible)** |
|  |
| **To be completed by the college** |
| Name of member of Wider College Leadership Team reviewing request for appeal |  |
| Date of review |  |
| **Outcome (Please tick)** |
| [ ] Request to appeal accepted |
| [ ] Request to appeal not accepted |
| [ ] Further investigation required |
| **Summary of action taken and reason for decision** |
|  |