



- These steps must be followed carefully. Failure to do so may result in your appeal being delayed or your application being returned for editing. Only submit an appeal if you have sufficient evidence to support your application. Each subject that you wish to appeal must have its own separate form.
- Hardcopies can be collected from the School Office (and returned here), however, it is **highly recommended that your form be submitted digitally** (as outlined below) to allow your appeal to be processed as quickly as possible.
- Stage 1 reviews **must be submitted and the outcome returned to you**, before a potential Stage 2 appeal can be pursued.

All the relevant forms and guidance are located at
<https://www.portadowncollege.com/students/appeals/>

STAGE 1: CENTRE REVIEW

Step 1: Correct Form

- On the website pathway stated above, choose the correct form for the subject you are appealing – either CCEA or JCQ (**both have typing enabled**).
- All GCSE subjects are CCEA.
- All AS & A2 subjects are CCEA, except:
 - AS and A Level Computer Science, Drama and Level 3 Tourism: JCQ (WJEC)
 - AS and A Level Psychology: JCQ (AQA)

Step 2: Rename Form

- Open the form by clicking on its title – either ‘CCEA’ or ‘JCQ’.
- Save a copy to your computer: **Right Click (or File)– Save As**
- **Rename** your document / Save it in the following format:

Stage 1 Candidate No Name Level Subject

For example:

File name:

Save as type:

Hide Folders

If you qualify for **PRIORITY** status (see Step 3) – insert the word ‘Priority’ here.

Your 4 digit Candidate No is printed on your Candidate Assessment Record received on Results Day.

Step 3: Complete Form Digitally

Both the CCEA & JCQ forms are formatted to enable typing.

CCEA form:

- Complete 'Stage 1 – Centre Review: A. Student Request' page only.
- **Centre Name:** *Portadown College* / **Centre Number:** *71679*
- A **Priority Appeal** can only be pursued by an A2 candidate with a place in Higher Education on hold i.e. they did not secure their firm choice. In such cases, **your 10 digit UCAS personal ID must be provided.**
- For all candidates, refer to the **Notes section of your Candidate Assessment Record** (received on Results Day), alongside the **PC Appeals Policy** (on the school website) to consider whether you have Grounds for Appeal and Supporting Evidence. This may be administrative (e.g. the wrong marks/grades were recorded beside a piece of evidence) and/or procedural (e.g. provision of access arrangements).
- Your **Student Signature** can be typed.

JCQ form:

- The process is the same as outlined above.
- Please check if your **Qualification Title** is AQA or WJEC.

Step 4: Submit Form Digitally

- Once completed, email your appeal form to appeals@portadowncollege.com
- **In the Subject bar of your email, you must again include your key details:**

Stage 1 Candidate No Name Level Subject

If you qualify for **PRIORITY** status (see Step 3) – insert the word 'Priority' here.

- GCSE & AS students are encouraged to use their C2K email address if possible.
- A2 Students will no longer have access to C2K email, therefore a personal account can be used.

Portadown College must receive your Stage 1 Application by:

PRIORITY (A2 only, with UCAS ID): Thursday 12 August 2021

NON-PRIORITY (A2, AS & GCSE): Friday 3 September 2021

Review Outcome

- If Steps 1 – 4 have been followed carefully, your appeal will now be queued for processing.
- The outcome will be returned to the same email address that you submitted it from (please check your 'Trash' folder in case your filter has placed it there).
- You can view the outcome on the '**B. Centre Review Outcome**' page of your returned email.
- Unless you wish to retract your appeal, please do not contact the school regarding the outcome while it is still being processed. If you have a technical issue downloading the form from our school website, please contact appeals@portadowncollege.com.
- If you wish to progress to a Stage 2 appeal, please follow the steps overleaf – but **only once your Stage 1 review outcome has been returned to you.**

STAGE 2: CCEA REVIEW

Step 1: Same Form

- In the email from school which returned your Stage 1 Centre Review – open the attached form which will already have your Centre Appeal and Outcome filled in.

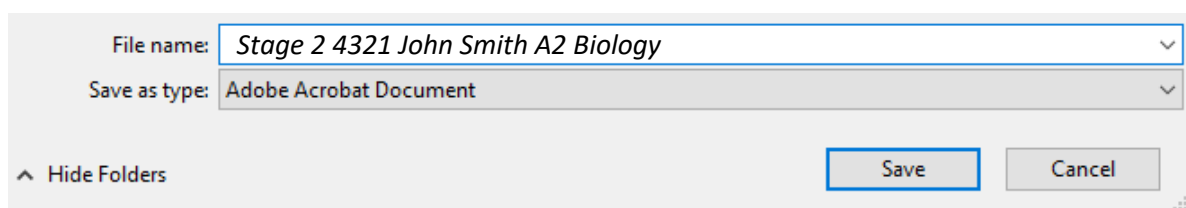
Step 2: Rename Form

- Save your form: **Right Click** (or **File**) – **Save As**
- **Rename** your document / Save it in a new format, swapping Stage 1 for 2:

Stage 2 Candidate No Name Level Subject

If you qualify for **PRIORITY** status – ensure the word 'Priority' remains here.

For example:



File name: *Stage 2 4321 John Smith A2 Biology*

Save as type: Adobe Acrobat Document

Hide Folders

Save Cancel

Step 3: Complete Form Digitally

Both the CCEA & JCQ forms remain formatted to enable typing:

CCEA form:

- Complete '**Stage 2 – Appeal to CCEA AO**' page.
- Refer to the **PC Appeals Policy** on the school website to consider whether you have Grounds for Appeal and Supporting Evidence.
- You can only submit your appeal once i.e. after submission you cannot later change the grounds of your appeal.
- Your **Student Signature** can be typed.

JCQ form:

- The process is the same as outlined above.
- The pages to complete in this case is '**Stage 2 – appeal to the awarding organisation**'.

Step 4: Return Form Digitally

- Once completed, return your appeal form to appeals@portadowncollege.com (**Note:** you may receive the outcome of your Stage 1 appeal from a different school email address – but your forms must always be returned to appeals@portadowncollege.com).
- **In the Subject bar of your email, include your key details –this time to indicate Stage 2:**

Stage 2. Candidate No. Name. Level. Subject.

To	appeals@portadowncollege.com
Cc	
Add a subject	<i>Stage 2 4321 John Smith A2 Biology</i>

If you qualify for **PRIORITY** status – insert the word 'Priority' here.

Portadown College must receive your Stage 2 Application by:

PRIORITY (A2 only, with UCAS ID): Wednesday 18 August

NON-PRIORITY (A2, AS & GCSE): Friday 10 September

Review Outcome

- If Steps 1 – 4 have been followed carefully, your Stage 2 appeal will now be submitted to the Awarding Bodies.
- You will be informed via email when this submission occurs and be contacted when the outcome is reached.
- Please do not contact the school regarding the outcome while it is being processed by the Awarding Bodies. As before, if you have a technical issue with the form, please contact appeals@portadowncollege.com.