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| If you wish to obtain a copy of your exam script or appeal against a result, please read the following information, complete the form below and email to the Exams Office at exams@felsted.org. *P****ayment must be made via the WisePay system online prior to entry of request****:* |
|  |  |  |  |  |  |  |  |  |  |
| **1) Priority Access to Script** |  |  |  |  |  | **Deadline: 23rd August** |
| This is the quickest way to get a copy of your script back. The copies will be sent back to you to enable you to request a re-mark if required. **Where an Awarding Organisation supplies the requested script electronically, the Exams Office will send the document to the candidate's school email account.** |
|  |  |  |
| **2) Priority Re-mark only or 3) Priority Re-mark with Access to Script** |  | **Deadline: 23rd August** |
| This service is for students awaiting University places. Please contact the relevant subject head for advice first.  |
|  |  |  |  |  |
| **4) Re-Mark only or 5) Re-Mark with Access to Script** |  |  |  | **Deadline: 20th September** |
| If you wish to apply for a re-mark please contact your subject teacher for advice before requesting this service. |
|  |  |  |  |  |  |  |  |  |
| **6) Clerical Check only or 7) Clerical Check with Access to Script** |  | **Deadline: 20th September** |
| The script is not re-marked but it is checked to ensure all parts have been marked and the marks have been added up correctly. |
|  |  |  |
| **8) Access to Script- Original Script** |  |  |  |  |  | **Deadline: 27th September** |
| You MUST NOT ask for your Original Script to be returned to you if you think you may make any kind of appeal about your results. An original script may not be returned to you before 21st September. |
|  |
| NAME........................................................... STUDENT TAG (found in your MIS profile)........................... CANDIDATE NO......................... |
| BOARD | EXAM TITLE | EXAM CODE | SERVICE REQUIRED(NUMBER) | COST | SERVICE NUMBERS**1. Priority Access to Script**  |
|  |  |  |  |  | **2. Priority Re-mark only** **3**. **Priority Re-mark &** |
|  |  |  |  |  | **Access to Script**4. Re-Mark only |
|  |  |  |  |  | 5. Re-Mark & Access to Script  |
|  |  |  |  |  | 6. Clerical Check only 7.Clerical Check & Access  |
|  |  |  |  |  | to Script8.Access to Script - Original Script only |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL COST** |  |  |
| **All remark costs are PER PAPER, i.e. if you wish 2 papers to be remarked there is a charge for each paper.**  |  |
| Signed..................................................................... Date.................................. . |
|  |  |  |  |
| Service | AQA | PEARSON | OCR |
| 1 | £14.35 | FREE | £11.75 | Costs for all services vary depending on the exam board.  |
| 2 | £51.75 | £54.65 | £58.00 | Details are given in the table to the left. |
| 3 | £65.70 | £66.85 | £69.75 |  |  |  |
| 4 | £43.45 | £45.85 | £47.00 |  | PAID |  |
| 5 | £57.40 | £58.05 | £58.75 |  |  |  |
| 6 | £16.10 | £11.10 | £16.90 |  |  |  |
| 7 | £30.45 | £23.30 | £28.65 |  |  |  |
| 8 | £11.30 | FREE | £11.35 |  |  |  |
| \*\*BTEC remark fees available upon request |  | Office use only |  |

**Candidate consent form**

**Information for candidates**

**The following information explains what may happen following an enquiry about the result and any subsequent appeal of an examination.**

If your examination centre makes an enquiry about the result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

* Your original mark is lowered, so your final grade may be lower than the original grade you received.
* Your original mark is confirmed as correct, and there is no change to your grade.
* Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

**Candidate consent form**

|  |  |
| --- | --- |
| **Centre Number**16513 | **Centre Name**Felsted School |
| **Candidate Number** | **Candidate Name** |

**I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.**

Signed: ... ........ ..... ........ ..... ..... ...... ......... ...... ...... ... .... .. .... .............. .... .... .... ....

Date: ....... .................. ..... .

***This form will be retained on the centre's files for at least 6 months following the outcome of the enquiry about results or any subsequent appeal.***

**How long does it take?**

|  |  |
| --- | --- |
| 1. Priority Access to Script  | Copies to arrive any time up to 6th September latest |
| 2. Priority Re-mark only  | Completed within 15 calendar days, script usually arrives any time after review  |
| 3. Priority Re-mark & Access to Script  |
| 4. Re-Mark only  | Completed within 20 calendar days, script usually arrives any time after review  |
| 5. Re-Mark & Access to Script  |
| 6. Clerical Check only  | Completed within 10 calendar days, script usually arrives any time after check  |
| 7.Clerical Check & Access to Script |
| 8. Access to Script Original | Papers can arrive any time up to November 2018 |

**When are charges applied?**

If the overall subject grade changes, there is no charge for it (or any of its units if it's modular).

If the overall subject award grade stays the same (or the student doesn’t aggregate) and the qualification is modular:

* There is no charge if a unit grade changes as a result of a review
* If two units are reviewed and one unit grade changes and the other doesn't, there is still a charge for the unit where the grade does not change.