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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](mailto:exams@felsted.org). *P****ayment must be made via the WisePay system online prior to entry of request****:* | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **PLEASE NOTE: Priority remarks and priority scripts are not available for GCSE courses.** | | | | | | | | | | | | | | | | | | |
|  | | |  |  | |  | | |  |  | | |  | |  | | |  |
| **1) Clerical check or 2) Clerical check with copy of script** | | | | | | | | | |  | | |  | |  | | | **Deadline: 20th September** |
| A check of all clerical procedures which lead to us issuing a result. If you would like a copy of the checked script, please ask for this at the same time (Service 2) as checked scripts are not offered separately by all exam boards. | | | | | | | | | | | | | | | | | | |
|  | | |  |  | |  | | |  |  | | |  | |  | | |  |
| **3) Re-Mark or 4) Remark with copy of script** | | | | | | | | |  |  | | |  | |  | | | **Deadline: 20th  September** |
| Re-mark of an exam script. If you wish to apply for a re-mark please contact your subject teacher for advice before requesting this service. If you would like a copy of the checked script, please ask for this at the same time (Service 4) as checked scripts are not offered separately by all exam boards. | | | | | | | | | | | | | | | | | | |
|  | | |  |  | |  | | |  |  | | |  | |  | | |  |
| **5) Copy of a reviewed or clerically checked exam script** | | | | | | | | | |  | | |  | |  | | | **Deadline: 20th September** |
| Copy of remarked or checked script. | | | | | | | | | | | | | | | | | | |
|  | | |  |  | |  | | |  |  | | |  | |  | | |  |
| **6) Access to scripts without a review or clerical check** | | | | | | | | | | | | | | |  | | | **Deadline: 27th September**  **(14th October for CIE)** |
| An original marked exam script for teaching and learning. ***A remark request CANNOT be entered if original script is requested.*** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | |
| NAME........................................................... STUDENT TAG (found in your MIS profile)........................... CANDIDATE NO......................... | | | | | | | | | | | | | | | | | | |
| BOARD | EXAM TITLE | | | EXAM CODE | | | SERVICE REQUIRED  (NUMBER) | | | | | | COST | | | **SERVICE NUMBERS**  1. Clerical check | |
|  |  | | |  | | |  | | | | | |  | | | 2. Clerical Check & copy of script | |
|  |  | | |  | | |  | | | | | |  | | | 3. Re-Mark only  4. Re-Mark & copy of | |
|  |  | | |  | | |  | | | | | |  | | | script  5. Copy of a reviewed or checked script | |
|  |  | | |  | | |  | | | | | |  | | | 6. Access to Original Script | |
|  |  | | |  | | |  | | | | | |  | | |  | |
|  |  | | |  | |  |  | | |  | | |  | |  |  | |
|  |  | | |  | |  | **TOTAL COST** | | | | | |  | | |  | |
|  | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | |  | | | | | | |
| If requesting a Re-Mark or Clerical Check, please also complete the reverse of this form. | | | | | | | | | | | |  | | | | | | |
| Signed..................................................................... Date.................................. . | | | | | | | | | | | | | | | | | | |

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| Service | AQA | PEARSON | OCR | CIE |
| 1 | £8.05 | £11.10 | £16.90 | £16.43 | Costs for all services vary depending on the exam board. | | |
| 2 | £22.40 | £23.30 | £28.65 | £35.94 | Details are given in the table to the left. | | |
| 3 | £37.55 | £39.50 | £47.00 | £38.31 |  | PAID |  |
| 4 | £51.50 | £51.70 | £58.75 | £57.77 |  |  |  |
| 5 | £13.95 | £12.20 | Not offered | Not offered |  |  |  |
| 6 | £11.30 | FREE | £11.35 | £14.00 |  |  |  |
|  |  |  |  |  |  | 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. Clerical Check only | Completed within 10 calendar days, script usually arrives any time after check |
| 2. Clerical Check & Access to Script |
| 3. Re-Mark only | Completed within 20 calendar days, script usually arrives any time after review |
| 4. Re-Mark & Access to Script |
| 5. Copy of a reviewed or checked script | Papers can arrive any time up to November 2018 |
| 6. 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.