**Information for candidates**

If you request a review of marking for one of your papers, 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 review of marking, you must complete and sign the form below. This tells us that you have understood what the outcome might be, and that you give your consent to the request being made

|  |  |
| --- | --- |
| **Candidate Number:** | **Candidate Name:** |
| **Email address (not school email):** | |
| **Phone Number:** | |

**Review or marking required:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Awarding Body** | **Subject** | **Paper/Unit code** | **Service required** |
|  |  |  |  |

**I give my consent to the Examinations Office to request a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.**

**I confirm that I will fund the enquiry fee of £…………………………..…. which is attached with this form**

Exact cash or cheque - made payable to ‘Cam Academy Trust’

**If paying by cheque for more than one subject please hand in a separate cheque for each subject**

(Please note: if you pay by cheque it may be several months before the cheque is cashed)

**Signed: ………………………………………………………………………………..….…      Date: ……………………..……………..**

 (See reverse for prices and deadlines)

**Prices:** (Per paper – for example Maths has 3 papers)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Board** | **AQA** | **Edexcel** | **OCR** | **WJEC** |
| Service: |  |  |  |  |
| Service 1 – Clerical recheck | £9.50 | £14.00 | £11.50 | £11.00 |
| Service 2 – Review of marking | £43.50 | £50.00 | £65.50 | £43.00 |

**Deadlines:**

|  |  |
| --- | --- |
|  | Completed and signed form & fee must be with the Exams officer by: |
| Service 1 - clerical recheck | **Noon Tuesday 23rd September** |
| Service 2 – Review of Marking | **Noon Tuesday 23rd September** |

**What are the services?**

|  |  |
| --- | --- |
| Clerical Check of Marks (Service 1) | A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.  Outcome will take approx. 10 days. |
| Review (Service 2) | A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1  Outcome will take approx. 20 days |

If a review of marking is successful, and your overall grade in that subject increases, the fee will be refunded.