



Candidate Consent Form

Clerical rechecks, reviews of marking and appeals



Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school submits a request for a clerical re-check, a review of the marking or an appeal for 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, so 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.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your school that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted

Candidate consent

Centre name Hall Mead School	Centre number 12849
Candidate name	Candidate exam number
Candidate telephone number	Candidate email address

Details of review

Exam Board	Subject Title	Component Unit	Service required:	
			Clerical re-check	Review of marking

I give my consent to the head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Candidate signature: Date:

Service 1: Clerical re-check

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2: Review of marking

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as follows.
 - A review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:
 - an administrative error;
 - a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
 - an unreasonable exercise of academic judgement.
 - The awarding body trains its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

For Office use only:

Date signed form received: / /

Date fee paid: / /

Date request processed: / /

Date outcome advised to candidate / /

Date system updated (if applicable) / /

Updated statement of results issued to candidate (if applicable) / /