

Candidate request and consent form

Information for candidates

If you are unhappy with your GCSE results, there are two services you may want to explore. Please be aware that there will be a cost incurred with both of these services.

Service 1- Clerical check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked
- that the correct total of marks have been given
- that all marks have been recorded

Service 2- Review of marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking. This service will include:

- the clerical re-checks detailed in Service 1
- a review of marking described above

Following a clerical check or review of marking, 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.

In order to proceed with the enquiry about results, you must complete and sign the form overleaf. This tells us that you have understood what the outcome might be and that you give your consent to the enquiry about results being made. This must be handed to the Data Office by **Thursday 21st September 2023**, along with the correct fee (where possible, please pay via bank transfer using the reference <Student Name> EARs).

Surname:

Forename:

Candidate number:

Candidate
home email
address:

Paper name and number (this
can be found on your results
sheet):

Exam Board	Subject	Clerical Check	Select subject required	Review of Marking	Select subject required
AQA	Art	£8.70		£40.35	
AQA	Biology	£8.70		£40.35	
AQA	Chemistry	£8.70		£40.35	
AQA	Combined Science: Trilogy	£8.70		£40.35	
AQA	Drama	£8.70		£40.35	
AQA	English Language	£8.70		£40.35	
AQA	English Literature	£8.70		£40.35	
AQA	French	£8.70		£40.35	
AQA	Geography	£8.70		£40.35	
AQA	Music	£8.70		£40.35	
AQA	PE	£8.70		£40.35	
AQA	Physics	£8.70		£40.35	
AQA	Spanish	£8.70		£40.35	

Exam Board	Subject	Clerical Check	Select subject required	Review of Marking	Select subject required
Edexcel	DT Resistant Materials	£11.90		£42.40	
Edexcel	DT Textiles (Art & Design)	£11.90		£42.40	
Edexcel	Maths	£11.90		£42.40	

Exam Board	Subject	Clerical Check	Select subject required	Review of Marking	Select subject required
OCR	Citizenship	£10.00		£57.50	
OCR	Computing: Computer Science	£10.00		£57.50	
OCR	History	£10.00		£57.50	
OCR	Creative iMedia	£10.00		£57.50	
OCR	Sport Science	£10.00		£57.50	

Exam Board	Subject	Clerical Check	Select subject required	Review of Marking	Select subject required
Eduqas	Food & Nutrition	£11.00		£40.00	
Eduqas	RE Full Course	£11.00		£40.00	
Eduqas	RE Short Course	£11.00		£40.00	

Payment Method

Bank Transfer (preferred) ☐ Cheque ☐ Cash ☐

Total amount paid

Sort code: 30-98-29

Account number: 88333260

Account name: Thomas Keble School

Made payable to Thomas

Keble School

Please use the reference:

<Student name> EAR's

In the event of the grade changing as a result of a clerical check or review of marking, you will be refunded the full fee for that paper.

I give my consent to the head of my school or college 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.

Student Signature:

Date:

For office use only:

Date payment received: _____

Date processed: _____

Outcome: _____

Refund required: _____