

Centre Number 48239

ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

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

- 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
- Your original mark is lowered, so your final grade may be lower than the original grade you received

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

Name:		Candidate No:	
Candidate's school email address:		Telephone No:	

Awarding Body	Subject	Unit No.	Paper No. (if appropriate)	Service required. Please state either:	Copy or original of script required. Yes or No	Fee payable
				<ul style="list-style-type: none"> • Clerical check • Review of Marking • Priority copy of exam paper • Return of exam paper (ATS) 		

If school has agreed to pay for the cost of any of the above you will need the Head of Department's signature on the form.

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. I attach a cheque, payable to **St Aidan's & St John Fisher Associated Sixth Form**, for the fee stated above. (In the case of enquiries made by the school the candidate should still sign below and the Head of Department should sign above to give their consent to the fee being deducted from their capitation budget.)

Signed: **Date:**

Please Note: If the requested review of marking results in a change to the **overall grade** then a refund will be given. **No refund is applicable if an increase in your mark does not result in an overall grade change.**

Please return your completed form and cheque/cash to Mrs Humphrey in the Sixth Form Office at St Aidan's. Forms cannot be accepted without payment.

For office use only:

SASJF EAR No:		Input Date & Initials:		Checked Date & Initials:	
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