**Clerical re-checks, reviews of marking and appeals**

**Candidate Consent Form**

**Information for candidates**

If your school or college makes an enquiry about a result 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

In order to proceed with the enquiry about results, 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. **Please complete all sections, incomplete forms cannot be processed.**

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| --- | --- |
| **Centre Number:** 46227 | **Centre Name:** Saint Aidans C of E High School |
| **Candidate Number:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 | **Candidate Name:****Contact Number:****Email:** |

**Please tick which service you require:**

Please note fees are per paper, so please identify which paper(s) you wish to be marked

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awarding body**e.g AQA, Pearson, OCR, WJEC | **Subject, Unit Code/paper number**e.g English Language, 8700/1 | **Priority Copy of marked script** | **Clerical re-check (Service 1)** | **Review of Marking****(Service 2)** |
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*I give my consent to the head of centre or examination officer at Saint Aidans C of E High 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 an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.*

**Signed: ………………………………………………………………………………………….. Date: ………../………./20……..**

**Please see over for deadline dates and fees. The Awarding bodies will not process requests received after the deadline date.**

**Deadline dates for the Examinations Officer to receive form and payment:**

*Forms will only be processed once payment is received.*

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| --- | --- | --- |
| **Exam series** | **Post-results service** | **Request deadline** |
| June 2023 GCSE  | Copy of marked paper (access to Scripts) - *Electronic Copy of Script sent to student email*  | Friday 1st September 2023 |
| Clerical re-check (service 1)Review of marking (service 2) | Thursday 21st September 2023 |

**Fees:** **Please note fees are per paper**

|  |  |
| --- | --- |
| **Type of service** | **Fees** |
| Service 1  | Clerical Check(Completed in 10 Calendar Days) | AQA - £8.70Edexcel - £11.90WJEC - £11 |
| Service 2 | Review of Marking(Completed in 20 Calendar Days) | AQA- £40.35Edexcel - £42.40WJEC - £40 |
| Access to Scripts | *Electronic Copy of Script sent to student email account*(Completed in 7 Calendar Days of request) | Free |

**Please return completed forms to Felicity Price, Examinations Officer:**

* By email to felicity-price@st-aidans.lancs.sch.uk
* In person via the school reception marked for the attention of the Exam Officer
* By Post to Felicity Price, Examinations Officer, Saint Aidans C of E High High, Cartgate, Preesall, Poulton-Le-Fylde, Lancs, FY6 0NP

Payments can be made via:

* Cash
* Cheque payable to “Saint Aidans Church of England High School LCC”
* Bank Transfer - please inform Felicity Price using the details above if you make payment via this method.

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| Account Name | Saint Aidans Church of England High School LCC |
| Sort Code | 30 90 90 |
| Account Number | 02169659 |
| Reference | “EXAMS” followed by students surname |

**Forms and Payment must be received by above deadline dates as we cannot process late requests.**

Forms will be retained by Saint Aidans for at least six months following the outcome of the enquiry about results or any subsequent appeal.