

Pupil Permission to request an 'enquiry into the results' or 'access to scripts' of an externally marked A/AS or GCSE unit

I agree that Blundell's School can ask for a Review of Marks/copy of script of the externally assessed unit, as set out below.

I understand that as a result of a Review, the marks awarded in the unit may be decreased (as well as increased) and I accept that this might result in the final grade being lowered.

I also understand that the cost of the Review (if unsuccessful) and for the access to the script will be added to the School bill. Please make sure that whoever pays your school bill is aware of your request.

Signed by **pupil:**

Date: School /Other Email address:

Service required: *(please tick all that apply)*

Service	Request to reach Mrs Cuthbert by		Description & comments	Cost per unit	TICK As Required
	A/AS	GCSE			
Priority Review (EAR2P)	26/08/16	Edexcel ONLY 02/09/16	A priority Review of Marks. Only for those students with University places this Autumn depending on the outcome.	£50 (if the Grade is not increased)	
Priority copy of scripts	26/08/16	Edexcel ONLY 02/09/16	Copy of the script is requested for the purpose of deciding whether to proceed with a re-mark.	£15	
Review of externally assessed units (EAR2)	20/09/16	20/09/16 (CIE only 30/09/16)	An examiner reviews the marks of the requested scripts. This may be requested at the same time as a request for a copy of scripts or by itself. Marks can be reduced as well as increased. Changes to grades are rare. If you are seriously considering a re-mark, do not wait for the script to be returned.	£50 (if the Grade is not increased)	
Clerical check on the marks credited (EAR1)	20/09/16	20/09/16 (CIE only 30/09/16)	The awarding body checks the scripts to ensure that the marks awarded have been recorded correctly. No re-marking occurs. This service rarely results in changes to marks awarded.	£15 (if the Grade is not increased)	
Return of original script	04/10/16	04/10/16 CIE only 14/10/16)	The original script is returned to the School. NO REVIEW of MARKS AVAILABLE	£15	

Important Information re Payment: **If you have left the school and wish to use one of the above services, payment will be required before the request is processed. Please attach payment (cheque made payable to 'Blundell's School') to your request form or contact the Bursar's PA ASAP on 01884 232309 or h.ali@blundells.org to arrange Direct Bank Transfer. If you are still a member of the School payment will be added to the next term's bill. Payment will be refunded if the grade is increased.**

PTO – Please complete the form overleaf fully – Thank you

Candidate's full name:.....

Candidate number:

Subject Name:

Exam Board:

Unit code(s):

(as specified on statement of results)

Head of Department

Comments:

I have discussed this with the pupil.

Signed: (HOD)

Date:

Or sending email (please tick)

Payment for request:

1) **If left the school(please ring payment method used):-** Cash / Cheque / Via Bursary

2) If remaining at school:- To be billed on next school bill.

This form is to be returned to Mrs Cuthbert (either to the Main School Office or Mrs Cuthbert's Office) before an enquiry is made on the candidate's behalf, or you can attach request to an email to Mrs Cuthbert on j.cuthbert@blundells.org (please remember that the request will not be processed until payment confirmed if you have left the school)

Mrs J Cuthbert
Exams Officer
July 2016