

Office use only		Complete <input type="checkbox"/>	
Subject Grade change		Refund to	
Invoice No./Board		Date Processed	
Invoice No./Board		Date Processed	
Invoice No./Board		Date Processed	



BULLERS WOOD SCHOOL EXAM SERVICE REQUEST FORM - STUDENT



SERVICES AVAILABLE GCE SUMMER 2018 SESSION	COST	DEADLINE
CLERICAL CHECK	£17.00	18 Sept 2018
CLERICAL CHECK (with access to scripts)	£28.00	18 Sept 2018
PRIORITY RE-MARK - see overleaf for information on re-marks	£57.00	23 August 2018
RE-MARK – see overleaf for information on re-marks	£46.00	18 Sept 2018
RE-MARK (with access to scripts) - see overleaf for information on re-marks	£57.00	18 Sept 2018
RE-MODERATION	from £220.00	18 Sept 2018
RETURN OF ORIGINAL SCRIPT	£12.00	26 Sept 2018
ONLINE ACCESS TO SCRIPT – Edexcel only	FREE	26 Sept 2018
PHOTOCOPY OF SCRIPT	£15.00 (Edexcel – free)	23 August 2018

Students wishing to apply for any of the services should:

1. discuss the matter with the appropriate Head(s) of Department(s);
2. complete the details below and pass this form to the Head(s) of Department(s) to sign;
3. once signed by the Head(s) of Department(s), pass this form to the Examinations Officer with a cheque (made payable to Bullers Wood School, with her/his name on the reverse of the cheque) for the appropriate amount.

CANDIDATE DETAILS			
CANDIDATE NO.:	SURNAME:	FORENAME:	
SUBJECT NAME	MODULE CODE	SERVICE REQUIRED	COST
Signature of Student			Date
Signature(s) of Head(s) of Department(s)			Date

Enquiries about results (re-marks and appeals)

If you would like to make an enquiry about the result of one of your examinations after the subject grade has been issued, there are three possible outcomes:

1. The original mark is confirmed as correct, and there is no change to the grade
2. The original mark is raised, so the final grade may be **higher** than the original grade received
3. The original mark is lowered, so the final grade may be **lower** than the original grade received

It is important that you understand the **three** possible outcomes and sign overleaf (Signature of student) to confirm that you understand and give your consent to the application.

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Payment received		Cheque details	
Date actioned		Returned materials	
Outcome		Persons informed of outcome	
Spreadsheet updated		New certificate required	