

<b>Office use only</b>		<b>Complete</b> <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



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SERVICES AVAILABLE GCSE 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 (Edexcel only) - see overleaf for information on re-marks	£57.00	24 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 (Edexcel & OCR only)	£12.00	24 August 2018

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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			
<b>CANDIDATE NO.:</b>	<b>SURNAME:</b>	<b>FORENAME:</b>	
<b>SUBJECT NAME</b>	<b>MODULE CODE</b>	<b>SERVICE REQUIRED</b>	<b>COST</b>
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	