

Terms and Conditions for Clerical Re-check, Review of Marking, and Appeals

These terms and conditions outline the process and possible outcomes following a clerical re-check, a review of marking, and any subsequent appeal of exam results. By proceeding with a clerical re-check or review of marking, you agree to the terms set forth below.

1. Requesting a Review of Results

- If you are dissatisfied with your exam result, you have the option to request a review of the results.
- The review of results may involve a re-marking of your exam paper. Please note that there is a fee associated with remarking each exam paper using the standard (non-priority) service.
- It is important to understand that the review of results may result in an increase or decrease in marks. This process is referred to by exam boards as a "review of results."
- If your **overall grade changes** (Not mark) as a result of the re-mark , then 75% of the remarking fee will be refunded by the centre.

2. Outcomes of a Clerical Re-check or Review of Marking

Upon requesting a clerical re-check or a review of the original marking, followed by an appeal (if applicable) after the issuance of your subject grade, there are three potential outcomes:

- **Outcome 1:** Your original mark is lowered, which may result in a lower final grade than the one you initially received.
- **Outcome 2:** Your original mark is confirmed as correct, resulting in no change to your grade.
- **Outcome 3:** Your original mark is raised, which may result in a higher final grade than the one you initially received.

3. Consent and Acknowledgement

- To proceed with a clerical re-check or a review of marking, you must sign the consent form provided below.
- By signing, you acknowledge that you understand the possible outcomes outlined in Section 2 and consent to the submission of the clerical re-check or review of marking to the head of centre.
- **Important Condition:** By providing your consent, you (the student/parent) authorize the Examination Officer or the head of your school or college to submit a request for a clerical re-check or a review of marking for the examination(s) listed.
- You understand and accept that following a clerical re-check, review of marking, or any subsequent appeal, the final subject grade and/or mark awarded **may be lower than, higher than, or the same** as the result initially awarded.

4. Refund Policy

- In cases where a review of results leads to a **change in grade** but no change in the mark, 75% of the remarking fee will be refunded to the center.

By proceeding with the request for a clerical re-check or review of marking, you agree to all the terms and conditions mentioned above.