

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."
2. 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.

3. Please note that from the date of application submission, if you do not receive any outcome from the Exams Department within 15 working days, you must contact us with email: exams@uniquesixthform.co.uk immediately regarding the review outcome.

If you make a claim after this period, the Exams Office will not be liable for the outcome or refund of fees. It is your responsibility to follow up and obtain your outcome within the 15-day timeframe.

4. 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.

5. 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.

6. 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.