|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY:** | | |
| **Date received in**  **Student Services:** | **Date on**  **till – X1:** | **Amount taken**  **in till:** |

**APPLICATION FOR ENQUIRIES ON RESULTS - BTEC**

1. Please complete the following in BLOCK CAPITALS (a separate form must be used for each unit requested)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forename(s): |  |
| Candidate Number: |  | Date of Birth: |  |
|  |  |  |  |
| Subject: |  | BTEC Level  (Level 2 or Level 3.): |  |
| Unit Title: |  | Unit Code: |  |

Service required (please tick one):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PRIORITY REVIEW OF MARKING |  |  | REVIEW OF MARKING |  |  | CLERICAL CHECK |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PRIORITY REVIEW OF MARKING WITH SCRIPT |  |  | REVIEW OF MARKING WITH SCRIPT |  |  | CLERICAL CHECK WITH SCRIPT |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Postcode: |  | Email Address: |  |

**Enquiries on Results Consent**

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your grade
2. Your original mark is raised so that your final grade may be higher than the original grade you received
3. **YOUR ORIGINAL MARK IS LOWERED SO THAT YOUR FINAL GRADE MAY BE LOWER THAN THE ORIGINAL GRADE YOU RECEIVED**

In order to proceed with the enquiry or appeal, you must sign the form below. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination listed above. **In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.**

Signed: …………………………………………………………… Date: …………………………

**PTO**

1. The examination boards offer the following services:

|  |
| --- |
| **CLERICAL CHECK:** A clerical check ensures your paper has been marked on all pages, that all marks have been counted correctly and that the results match the marks on the paper.  Requests for this service must be submitted by **3.00pm** **Wednesday 27th September 2023.** |
| **CLERICAL CHECK WITH SCRIPT:** Same as above but includes a copy of the checked paper.  Requests for this service must be submitted by **3.00pm** **Wednesday 27th September 2023.** |
| **PRIORITY REVIEW OF MARKING (Level 3 Only):** This is available for Level 3 candidates where a higher education place is dependent on the result of the enquiry. The original marking of your script is reviewed by a Senior Examiner and the outcome is returned to you. A clerical check will also be carried out. No copy of your script is provided with this service.  Requests for this service must be submitted by **3.00pm Wednesday, 23rd August 2023.** |
| **PRIORITY REVIEW OF MARKING WITH SCRIPT (Level 3 Only):** Same as above but a script will be provided when the review is complete.  Requests for this service must be submitted by **3.00pm Wednesday, 23rd August 2023.** |
| **REVIEW OF MARKING:** The original marking of your script is reviewed by a Senior Examiner and the outcome is returned to you. No copy of your script is provided with this service. A clerical check will also be carried out.  Requests for this service must be submitted by **3.00pm** **Wednesday 27th September 2023.** |
| **REVIEW OF MARKING WITH SCRIPT:** The original marking of your script is reviewed by a Senior Examiner and a copy of the script is returned to you when the review is complete. A clerical check will also be carried out.  Requests for this service must be submitted by **3.00pm** **Wednesday 27th September 2023.** |

**ONLY WRITTEN PAPERS ARE ELIGIBLE FOR THESE SERVICES (NOT COURSEWORK)**

A summary of services, fees, and deadlines follows below:

|  |  |  |
| --- | --- | --- |
| **Service** | **Deadline for Return** | **Fee** |
| CLERICAL CHECK | Wednesday 27th September 2023 | **£13** |
| CLERICAL CHECK WITH SCRIPT | Wednesday 27th September 2023 | **£27** |
| **PRIORITY** REVIEW OF MARKING (Level 3 Only) | Wednesday, 23rd August 2023 | **£62** |
| **PRIORITY** REVIEW OF MARKING  WITH SCRIPT (Level 3 Only) | Wednesday, 23rd August 2023 | **£76** |
| REVIEW OF MARKING | Wednesday 27th September 2023 | **£45** |
| REVIEW OF MARKING  WITH SCRIPT | Wednesday 27th September 2023 | **£59** |

**(ALL FEES ARE PER PAPER)**

1. Please provide payment in cash only for the service you require and return this form to Student Services before the relevant deadline. **NO REQUESTS CAN BE PROCESSED AFTER THE DEADLINE HAS PASSED.**