



Clerical re-checks, reviews of marking and Appeals Candidate consent form

Information for candidates & Parent/Carers

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits an application for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received. If this happens you will need to apply for a refund from the exams manager.

In order to proceed with the clerical re-check or review of marking, both the candidate and parent/carer **must** complete and sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted. Fees **must** also be paid in advance.

Candidate consent form

Centre Number 61915	Centre Name KNOLE ACADEMY
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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We give consent to the Exams Manager/The Principal of the examination centre to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent we understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Candidate's Signature: Date:

Parent/carer's Signature: Date:

EMAIL THIS FORM TO: Mrs J Thornewell – jthornewell@knoleacademy.org
Payments can be made via cheque or direct to Knole Academy's bank upon request.