

All relevant forms available from the Exams Office – Room 11 – BHASVIC  
Direct Line telephone number 01273 859806.

**REQUESTS FOR REMARKS**  
**A2/AS/VCE EXAMINATIONS SUMMER 2010**

If you are considering requesting a re-mark because you are dissatisfied with your examination grade, please bear in mind the following;-

- Your final Grade or Unit mark could be **LOWERED** following the outcome of a re-mark.
- It is expensive
- Grades awarded by the Exam Boards are only occasionally increased.
- The College's past experience has shown that grades are very rarely raised by more than one grade.
- The last date for receipt of A/AS Level appeals is **20<sup>th</sup> September** and no appeal can be made after this date.
- The Boards may take a long time to respond. If a Further or Higher Education place is dependent upon the outcome of an Enquiry, the application should be submitted by **27<sup>th</sup> August** as these requests will be given the highest priority. You should write on the top of the application form **PRIORITY SERVICE** and on the back of the form give the name of the University (with contact name if known), Course Code and your UCAS number.
- You should not apply just because you are disappointed, but only if you have **really** done worse than you **and your teacher** had expected. If you are uncertain about whether you should apply for a re-mark, you should talk to your subject teacher.

The services available are as follows.

**Service type 1: clerical re-check. - fee £12 – £24 with photocopy**

*This service constitutes a re-check of all clerical procedures which lead to the issue of a result. This service might be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort (deadline 20<sup>th</sup> September)*

**Service type 2: re-mark of externally assessed components. – e.g. each unit or module - fee £45 without photocopy - £57 with photocopy.**

*This service will include the clerical re-check detailed in Service 1 and the reassessment of units/components by a senior examiner. If requested on the form, a photocopy of the re-checked scripts for those components which are to be re-marked can be obtained. A fee is charged for this additional service (deadline 20<sup>th</sup> September) Note: **this service is not available for internally assessed and externally moderated coursework.***

**Service type 2 priority (type 2) re-marks – fee £47 - £59 with photocopy**

*These re-marks offer the same services as outlined above but the Exam Boards aim to complete within 20 days. This service is only available to candidates who have University places, pending results. (deadline by 4pm 27<sup>th</sup> August)*

**Priority Photocopy – fee £12**

*Photocopied scripts are only available if you wish to see your paper before deciding whether to go ahead with an Enquiry about Results, (deadline 27<sup>th</sup> August).*

**Original Scripts – fee £10.00**

*Original scripts are available for all components. (deadline 4<sup>th</sup> October 2010).*

**All requests to be discussed with your teacher/senior tutor wherever possible, forms to be given in to Exams Dept. Room 11.**