**Candidate consent form for clerical checks, reviews of marking and appeals.**

**Information for candidates**.

If college submits a request for a clerical re-check, or a review of marking and then a subsequent appeal for one of your examinations after your subject grade has been issued, there are 3 possible outcomes:

* Your original mark is **lowered**, so the 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.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells 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.

**Candidate Consent Form – Please complete in BLOCK CAPITALS**

Candidate L Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Number: \_\_\_\_\_\_\_\_\_ Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification type: e.g. GCE A Level, GCSE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paper Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Required: (tick)

|  |  |
| --- | --- |
| Priority Review of Marking |  |
| Review of Marking |  |
| Clerical Re-check |  |

* Would you also like to request a copy of the reviewed script? (underline) Yes/No

**Cost.**

|  |  |
| --- | --- |
|  | **Student is within 3 marks of the grade boundary for the next overall grade up, and so college will cover the costs.****Head of Department Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Student to pay – amount = £\_\_\_\_\_\_\_\_\_** |

I give my consent for college to submit a request for the service(s) indicated above, for the subject and paper detailed. In giving consent I understand that the final subject grade and/or mark awarded to me following this request may be lower than, higher than, or the same as the result originally awarded for this subject.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**