

Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

Clerical re-checks, reviews of marking and appeals - Candidate Consent Form

Information for candidates

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

If your college submits a request 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.

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

Centre Number	Centre Name	Candidate Exam Number
		College ID
Candidate Name	Mobile	Email
Campus	Southgate []	Wood Street [] Colindale []

Details of review (awarding body, qualification level, subject title, component/unit)

Awarding Body		Examination Series	
Subject		Unit /Component Code	
Subject		Unit /Component Code	
Subject		Unit /Component Code	

I give my consent to the head of my college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I 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.

Signed: **Date:**

On full completion, please return this form to exams@barnetsouthgate.ac.uk.

Submission deadline can be found on the [Post Results Services Information sheet](#) located at www.barnetsouthgate.ac.uk/exam-results-day

NB: clerical re-checks and review of marking requests will not be accepted after this date.

This form will be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.