



Clerical Re-Check / Review of Marking - Candidate Consent Form

Form – ROR1

TO BE COMPLETED BY THE EXAMS TEAM	Signed / Date
Checked with Finance	
PRS No	
Actioned with Awarding Body	
Emailed student to Confirm Request	
Emailed student to Notify Outcome	

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal. If CCHSG submits a clerical re-check or a review of the original marking, 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.

It would be sensible to consider whether you were close to a grade boundary before proceeding.

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

The **fee is per paper** and is refundable if there is an **overall** grade change upwards, but not if there is a mark change.

Candidate consent form

Centre Number 16425	Centre Name CCHSG
Candidate Number	Candidate Name
Contact Telephone Number	Home Email Address

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

Awarding Body	Qualification Level
Subject Title	Component / Unit
Service required - <input type="checkbox"/> Service 1 Clerical re-check <input type="checkbox"/> Service 2 Review of Results <input type="checkbox"/> Priority Service 2 Review of Results (A Level Only)	
Total for services requested £	

Signed by Teacher/Head of Department: Date:

I give my consent to the Examinations Office 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 may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed by Student: Date:

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Signed by Parent / Guardian: Date:

Payments details

Payments should be made to the following account

Account No – **64302268**

Sort Code – **30-92-16**

Payee – **Alpha Trust T/As Colchester County High School for Girls**

Reference – **Student Surname, Forename and the letters PRS**

[Requests will not be actioned unless fees have been paid in advance and the application form has been completed and signed by the appropriate people.](#)

Tel: 01206 576973

Web: www.cchsg.com

Email: office@cchsg.com

CEO & Executive Principal: Gillian Marshall MSc. Registered Company No. 07755713

