

A Level Exam Service Request Form – June 2019

NO REQUEST WILL BE PROCESSED WITHOUT PRIOR PAYMENT

SURNAME	FIRST NAME	CAND. NO.	EMAIL / TEL NO
AWARDING BODY			ENTRY CODE
SUBJECT NAME			
COMPONENT/TITLE			
Service Required		Please tick ✓ service required	Fee
Priority Service 2 - Review of marking (deadline 12 noon on 21/8/19)		<input type="checkbox"/>	
Priority Access to script (deadline 12 noon on 21/8/19)		<input type="checkbox"/>	
Service 2 - Review of marking - non priority		<input type="checkbox"/>	
Access to script –non priority		<input type="checkbox"/>	
TOTAL RECEIVED			£
<p>I give my consent to Ranelagh to submit a review of marking or obtain access to scripts for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a review of marking may be lower than, higher than, or the same as the result which was originally awarded for this subject (please see instructions overleaf)</p>			
CANDIDATE SIGNATURE		DATE	
OFFICE USE ONLY			CHEQUE <input type="checkbox"/>
REFERENCE:		DATE:	CASH <input type="checkbox"/>
RESULT ADVISED:		DATE:	

All non-priority requests must be received by the Exams Office by Friday 13th September

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Instructions for completion

This form to be used for requesting a service from the Examinations Office apart from resitting exams (please use separate yellow form for this service). No other form of request is acceptable.

Only one form per candidate, per subject, per unit.

A new mark awarded via a review of marking, whether higher or lower than the original mark received, becomes the new mark/grade for that season.

Deadlines - Candidates need to be aware that the deadlines are set by the Exam boards and are not flexible AND ARE NOT GUIDELINES. Candidates need to ensure that they submit their form and payment well in advance to ensure time for processing – for the June 2019 results requests for priority services will not be accepted after 12 noon on 21.8.19. Completed request forms for all non-priority services need to be with the Exams Office by **Friday 13 September**.

Payment - PAYMENT BY CHEQUE OR CASH ONLY - PAYABLE TO RANELAGH SCHOOL – should be attached to your request form where needed. Please write the student's name on the back of the cheque. No services will be applied for, without the correct payment.

All fees must be paid in full and within the deadlines published by the Exams Office. Fees are non-refundable unless there is a refund available from the Exam Boards. Incomplete forms will not be accepted or processed.

Responsibility -The school undertakes to use reasonable endeavours to submit a candidates' request, and accepts no liability for failing to do so other than to refund any fees paid. The candidate accepts full liability for the consequences of the submission of this request to the relevant Exam Board.

Waiving of fees - candidates fees will be refunded where the outcome of Service 2 – review of marking leads to a change in the **overall** subject grade for that candidate, either higher or lower.

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