**ENQUIRIES ABOUT RESULTS AND APPEALS FOR SUMMER 2024 LEVEL 2 & 3 C&G TECHNICALS CONSENT FORM**

**Information for candidates**

If your school or college makes an enquiry on your behalf about a result 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

**After a review of marking your amended grade is final**

To proceed with the enquiry about results, ***you must sign the form below***. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM - incomplete forms cannot be processed, information can be found on your e-ILP.**

|  |  |
| --- | --- |
| **Centre Number:** 28234 | **Centre Name:** Nottingham College |
| **Student ID number:** | **Candidate Name:**  **Address:**  **Email:** |

***THESE SERVICES ARE FOR EXTERNALLY MARKED PAPERS ONLY***

**Please tick which service you require:**

**(Please note fees are per paper, so please identify which paper (s) you wish to be marked)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Awarding Body**  **(e.g., C&G)** | **Subject and Unit code of paper** | **Clerical Re-Check (Service 1)** | **Review of Marking (Service 2)** | **Priority Access to Script** | **Standard Access to Script** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*I give my consent to the head of my examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result 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: ……….../………. /………..**

**Summer 2024 Level 2 & 3 C&G Technical Deadline dates for the exam team to receive form and payment**

***Requests received after deadline dates will not be processed***

|  |  |
| --- | --- |
| **Post-results service** | **Request deadline** |
| Clerical re-check  Review of marking | 24th September 2024 |

**Fees:** **Please note fees are per externally marked paper**

|  |  |  |
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| **Type of service** | | **Fees per paper** |
| **Service 1** | **Clerical Re-check of externally marked paper – Multiple Choice exams**   * *A recheck of all clerical procedures leading to issue of result* * Completed in 32 working days | C&G - £15 |
| **Service 2** | **Review of Marking of externally marked paper – examiner marked exams**   * *A review of the original marking to ensure that the agreed mark scheme has been applied correctly* * Completed in 32 working days | C&G - £50 |

You can either scan a copy of this completed form to [exams.entries@nottinghamcollege.ac.uk](mailto:exams.entries@nottinghamcollege.ac.uk) or hand it in person at Adams Building reception.

We can take payment over the phone on 0115 884 2235 once we have received your form.

***Forms will only be processed once payment is received. Forms and Payment must be received by deadline dates as we cannot process late requests.***

This form will be retained on the Centre’s files for at least six months following the outcome of the enquiry about results or any subsequent appeal.