



GCSE Review of Marking Request Form

Please ensure you follow **all 4 steps** for your request to be successfully processed.

1. Complete pages 1 and 3 of this form, page 2 is automatically generated.
2. Follow the instructions on page 2 of this form to pay through your ParentPay account
3. Email your completed form to [**examsoffice@rathmoregrammarschool.org**](mailto:examsoffice@rathmoregrammarschool.org)
4. Ensure you will receive a confirmation email, when your form has been received and payment has been made.

Please note your request will **not have been** processed unless you receive a confirmation email.

Name		Candidate Number	
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From the table below select the service required. Please note only one service for each exam can be selected.

Qualification level, Subject title, unit, component code	Photocopy of Script Please tick (✓)	Review of Marking Please tick (✓)	Review of Marking & Photocopy Please tick (✓)	Original Script Please tick (✓)
GCSE DAS: Biology Unit 1 (H) GDW12				
DAS: Chemistry Unit 1 (H) GDW22				
DAS: Physics Unit 1 (H) GDW32				
English Language Unit 1 GEN11				
Maths Unit 3 GMC31				
Maths Unit 4 GMC41				

PLEASE NOTE: To make your payment please login to your ParentPay account. Enter the number of each service required as below. The Total Amount Payable on your ParentPay account should be the same as the Overall Cost amount below. Only when payment is received will your online Review of Marking request be processed. (Payments must be received before the deadline dates indicated below). You will receive a confirmation email of your request when your completed form has been received and payment has been made.

	Number Required	Price per Unit	Total Cost
Photocopy of Script DEADLINE 16th February			
Review of Marking DEADLINE 2nd March			
Review of Marking with Photocopy of Script DEADLINE 2nd March			
Original Script DEADLINE 2nd March			
		Overall Cost	



CCEA 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 school or college submits an application 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.

In order to proceed with the clerical re-check or review of marking, 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 clerical re-check or review of marking being submitted.

Candidate consent form

Centre Number	Centre Name
71258	Rathmore Grammar School

By entering my name in the box below I give my consent to the head of my examination centre 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:

Before your request is processed you must:

1. Make your payment through ParentPay
2. Save your completed form, attach it to the email and email it to **examsoffice@rathmoregrammarschool.org**
3. **Ensure you receive a confirmation email** to confirm that your request has been processed.

This form should 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.