

aged 4 to 18 years

August 2017

Dear Parent/Guardian,

GCSE EXAMINATIONS AUGUST 2017 ENQUIRY ABOUT RESULTS SERVICE

Following GCSE results, the final date for enquiries about results will be 21st September 2017 (except for copies of scripts – see below)

The following services are available:

1. A clerical check - £8.05 2. A request for a re-mark - £36.50

3. The return of the original script - £11 (Deadline 28.09.17)

4. Copy of a re-marked script - £13.95

NB: These prices are per component or module but the fee will be returned if the **grade** (not mark) changes. If the overall grade changes, all reviewed units are free of charge even if the individual unit grade(s) did not change.

There are three possible outcomes:

- The original mark may be confirmed as correct and there will be no change to the grade;
- The original mark may be raised so that the final grade may be higher than the original grade received;
- The original mark may be lowered so that the final grade may be lower than the original grade received.

For these services, please complete the attached form and return it to me by the relevant date with your son's signature and a <u>cheque for the relevant fee made</u> payable to *MTBS*.

Yours faithfully,

Jeanette Blease

Examinations and Academic Officer

E-mail <u>i.blease@merchanttaylors.com</u>

Telephone: 0151 949 9354

GCSE ENQUIRIES ABOUT RESULTS

NAME:		ADDRESS:		
CANDIDATE NO.				
FORM:		CONTACT NO:		
I give permission for the School to obtain the under-mentioned services on my behalf.				
Signature of Student Date				
TO BE COMPLETED BY CANDIDATE/ HEAD OF DEPARTMENT (as appropriate)				
SUBJECT:				
Module/ Subject Code				
BOARD				
Clerical check	£	£	£	£
Original script	£	£	£	£
Remark	£	£	£	£
Original mark				
Requested by: Candidate or HOD	Candidate HOD (Please tick)			
Cash £ Cheque £ Cheque No.	Fee	Fee	Fee	Fee
FOR ADMINISTRATION PURPOSES ONLY				
Date sent/faxed to Board				
Date acknowledged				
Date received				
Result of remark Date sent to Candidate /HOD				
Date refund requested				
Date refund returned				
Circulation: Candidate HOD/ Head of Year PASS School File Process complete				