**Brooklands College**

**ENQUIRIES ABOUT RESULTS AND REVIEW OF MARKING FOR BTEC – JANUARY SERIES EXAMS CONSENT FORM**

**Information for candidates**

If the college makes an enquiry about a result for one of your examinations after your BTEC 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 may be 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 an enquiry about your results you must complete and sign the form below. This tells us that you have understood what the outcome might be and you give your consent to the enquiry being made.

**Please indicate below which service you require. Fees are per paper so please identify which paper(s) you wish to be reviewed.**

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| **Candidate JCQ Number (4 digits):** | **Candidate Name:** |
| **Student ID:** | **Email:** |

| **Awarding Body e.g. Pearson** | **Subject title (these can be found on your results slip)** | **Clerical re-check**  **(Service 1)** | **Review of Marking**  **(Service 2)** | **Access to Script Access to Script Original** | **Access to Script Access to Script Photocopy** |
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| **RoR Candidate consent**  By signing here, I give my consent to the head of my college 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.  Signature: ………………………................…... Date:………… | **ATS Candidate consent**  By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)   * If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed. * If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.   Signature: ………………………................…... Date:………… |
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All requests for clerical re-checks, review of marking and appeal must be submitted by email  to [appeals@brooklands.ac.uk](mailto:appeals@brooklands.ac.uk) or made in person to the Exams Office, Room L209, Weybridge campus.

January 2023 BTEC Deadline dates for the exam team to receive the completed consent form and finance to receive the payment fee(s)

The consent form and payment must be received by the deadline dates below as late request cannot be processed.

BTEC

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| **Post-results service** | **Deadline** | **Pearson**  fee per paper |
| Review of Results  **Service 1**  (**Clerical re-check**)  This is a re-check of all clerical procedures leading to the issue of a result… This service will include the following checks:   * that all parts of the script have been marked * the totalling of marks * the recording of marks | 20 April 2023 | £ 11.90 |
| Review of Results  **Service 2**  (**Review of marking)**  This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly...**Reviewers will not re-mark the script**. They will only act to correct any errors identified in the original marking… This service will include:  • the clerical re-checks detailed in Service 1  • a review of marking as described above | 20 April 2023 | £42.40 |
| Access to Script  **Copy of script without review or clerical check**  This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a review of marking should be applied for | 20 April 2023 | £ Free |
| Access to Script  **Photocopy**  This is a non-priority service to request access to script | 15 June 2023 | £ Free |
| Access to Script  **Post review of marking photocopy script** | 20 April 2023 | £13.10 |