**CLERICAL RE-CHECKS, REVIEWS OF MARKING AND APPEALS/ACCESS TO SCRIPTS**

**INFORMATION FOR CANDIDATES**

**CLERICAL RE-CHECKS, REVIEWS OF MARKING AND APPEALS**

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 a request 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 receive.
* 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.

To proceed with the clerical re-check or review of marking, you must sign a consent form. 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.

Below is the wording of the consent declaration

*I give my consent to the Head of my school 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.*

**ACCESS TO SCRIPTS**

When requesting Access to Scripts, candidates should note that Examination Board’s quality assurance checks on scripts before despatch may result in a change of mark. This means that the marks can go up, go down or remain the same.