REVIEWS OF MARKING & ACCESS TO SCRIPTS – BTEC

What services are available?

|  |  |  |
| --- | --- | --- |
| **Service** | **Type** | **What happens?** |
| 1 | Clerical check | The adding up of marks is checked. *Completed within 10 calendar days* |
| 2 | Review of marking | The exam paper is checked to make sure it was marked correctly according to the mark scheme. Marks are changed if the new examiner feels there has been a clear marking error. *Completed within 20 days* |
| 3 | Access to script (original) | You get your original exam paper back. Do not request if you are likely to request a remark |
| 4 | Priority Review of marking | The exam paper is checked very quickly to make sure it was marked correctly according to the mark scheme. Marks are changed if the new examiner feels there has been a clear marking error. *This can take up to 15 days* |

Can I have my coursework or controlled assessment re-marked?

* As an individual, No. This service is not offered by the Awarding Bodies.

What do I have to pay?

* You have to pay for each exam paper, not for each subject.
* Payment may be made by cheque. Please make cheques payable to The Latimer Arts College and put students details on the back for reference.
* An alternative way is by bank transfer to the bank account below;
  + Name of Account: The Latimer Arts College
  + Sort code: 20-45-77
  + Account number: 80871826
  + Please state student’s name as the reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **Type** | **Deadline** | **BTEC Level 1/Level 2** | **BTEC Level 3** |
| 1 | **Clerical check** | 25 September 2025 | £13.10 | £13.10 |
| 2 | **Review of marking** | 25 September 2025 | £46.70 | £54.30 |
| 3 | **Access to scripts (original)** | 12 noon  25 September 2025 | £5.00 per qualification admin fee | £5.00 per qualification admin fee |
| 4 | **Priority review of marking**  Please add an additional £17 per paper if a photocopy of the reviewed script is required | 21 August 2025 | N/A | £64.70 |

What can happen to my mark or grade?

* Marks and grades can go up, go down or stay exactly the same.
* If your grade for a **subject** (not unit/paper) increases we will return your payment.

Please turn over

|  |  |
| --- | --- |
| **Name:** | **Exam number:** |
| **Contact number:** | **Email:** |

***Please use one line per exam paper, not per subject.***

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| --- | --- | --- | --- | --- |
| **Awarding**  **Body** | **Subject** | **Exam paper title (& code if known)** | **Service No.** | **Fee (per paper)** |
|  |  |  |  | *£* |
|  |  |  |  | *£* |
|  |  |  |  | *£* |
|  |  |  |  | *£* |
|  |  |  |  | *£* |
|  |  |  | **Total cost** | **£** |

***For Exams Office use only:***

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| I give my consent to The Latimer Arts College to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.  Where I am applying for a review of marking, I have/have not (delete as appropriate) discussed this with ……………………………………………………………….. (enter teacher’s name) prior to the request being made.  **Candidate Signature:**    ………………………………………………....................................................... | Payment received £ |
| Service applied for date: |
| Outcome received date: |

Can parents authorise this review of marking?

* No.
* This form **must** be signed by the candidate. If the candidate is not able to sign a form and give permission please contact the Exams Office to discuss the best action.