

Full Name (as in NRIC/ Passport)

Candidate Number

NRIC/ Passport Number

Gender

Date of birth

M / F

(dd)

(mm)

(yyyy)

Full Address

Contact Numbers

(Home)

(Mobile)

(Email)

This form should be used for submitting Reviews of Marking and Moderation request to Edexcel
Please read the notes on page 2 before completing the form.

√	Service	Unit	Paper Title	Fee per paper (with 9% GST)
	Service 1: A check of all clerical procedures which lead to us issuing a result. This includes making sure: <ul style="list-style-type: none"> • all parts of the exam paper have been marked • marks have been recorded/added up correctly • special consideration has been applied (where appropriate) • the grade boundaries have been applied accurately. 			<u>IAL:</u> S\$25 per paper/unit

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√	Service	Unit	Paper Title	Fee per paper (with 9% GST)
	<p>Service 2: A check that our examiners have marked externally assessed components correctly. This includes:</p> <ul style="list-style-type: none"> • the clerical check (Service 1) • a review of marking of units/components by a senior examiner 			<p><u>IAL:</u></p> <p>S\$101 per paper/unit</p>
	<p>Service 2P: This service is the same as the Service 2 review of marking but is processed faster.</p> <p>It is generally used when a candidate's place in further/higher education depends on the outcome.</p>			<p><u>IAL:</u></p> <p>S\$120 per paper/unit</p>

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√	Service	Unit	Paper Title	Fee per paper (with 9% GST)
	ATS - post review of marking photocopy script			<u>IAL:</u> S\$27 per paper/unit

RoMM Service	Fee	No. of Units	Amount
Service 1 – Clerical Check	S\$25	x	
Service 2 – Review of Marking	S\$101	x	
Service 2P – Priority Review of Marking	S\$120	x	
ATS - post review of marking photocopy script	S\$27	x	
Total amount			S\$

Acknowledgement Form
Information for candidates

- The form – with full payment – must be received by the British Council no later than **3 April 2025 (Thursday at 2pm)**
- The outcome of each enquiry will be confirmed by Edexcel.
- Candidates’ marks or grades can go up, down or stay the same.
- Edexcel will provide a reason for the decision of a review of marking. If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, i.e.
 - (i) if the ‘right’ mark was not given in a task where there is a ‘right’ or ‘wrong’ mark;
 - (ii) if there has been an unreasonable exercise of academic judgement.
 If there is a disparity of two qualification grades or more between the original marker and the reviewer, the awarding body will automatically provide the centre with specific details.
- Where a grade changes and a certificate has previously been issued, once the centre has returned the original certificate to the awarding body a replacement will be issued showing the revised grade.
- Where there has been a reduction in marks or a downgrade, the request cannot be revoked, and the original mark or grade cannot be reinstated.

In order to proceed with the enquiry about results, you/your guardian must sign the form below to confirm your understanding of the procedures and obligations.

Signed: _____ (candidate)

_____ (guardian)

Dated: _____

Official Use (Register under “Non Exam Fees”) Administrator’s Initial:	Sequence Number:	Receipt Number:
	C	E