



WOLVERHAMPTON GRAMMAR SCHOOL

REVIEW OF MARKING SERVICES FORM

Please complete this form in CAPITAL LETTERS and return to
Mr J Wood, Examinations Officer, WGS Post-Exam Services,
Wolverhampton Grammar School, Compton Road, Wolverhampton,
WV3 9RB

Please read and respond to the following before completing this form:

I have read the documentation explaining the services on offer to me <i>(tick)</i>	
I understand that I must complete one form per exam paper requested; I cannot submit one form for an entire subject <i>(tick)</i>	
I am continuing my studies at WGS and understand that any charges will be billed separately <i>(tick as appropriate)</i>	
I am NOT continuing my studies at WGS and have enclosed payment for the services requested. (NB: We are unable to process requests for leavers without prior payment by cheque made payable to Wolverhampton Grammar School) <i>(tick as appropriate)</i>	

Please ensure the following is completed fully and accurately; failure to do so may result in a delay when processing your request.

YOUR DETAILS	
Name: _____	Contact Number: _____
Candidate Number: _____	Email Address: _____

YOUR ENQUIRY	
Exam series (please circle):	Cambridge Tech. GCSE AS LEVEL A LEVEL
Awarding body:	_____
Subject:	_____
Exam Unit / Paper Code:	_____
Current Subject Grade: _____	Current Paper Mark: _____

REQUIRED SERVICE (please tick the service you require)

CLERICAL RE-CHECK An examiner will check the paper has been fully marked	
	I would also like a copy of the checked script <i>(tick)</i>
REVIEW OF MARKING A Clerical Re-check including checking by a second examiner for errors of marking NB: It is possible for marks to go down as well as up	
	I would also like a copy of the checked script <i>(tick)</i>
PRIORITY REVIEW OF MARKING (A2 ONLY and iGCSE/GCSE Edexcel/OCR – only for students leaving WGS and/or whose place in Sixth Form or University is dependent on an improved grade) A Clerical Re-check including checking by a second examiner for marking errors. NB: It is possible for marks to go down as well as up	
	I would also like a copy of the checked script <i>(tick)</i>

I give my consent to the head of my examination centre to make an enquiry about the result of the examination listed above. 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.

Candidate signature: _____ **Date:** _____

Office Use Only		
Request Submitted (please tick) <input type="checkbox"/>	Request Logged (please tick) <input type="checkbox"/>	Cost: _____