

**Cambridge: Enquiries About Results**  
***Candidate Consent Form***

Information for candidates: The following information explains what may happen when you apply for Enquiries About Results and your papers are reviewed:

1. Your original mark is lowered, so your final grade may be lower than the original grade you received.
2. Your original mark is confirmed as correct and there is no change to your grade.
3. Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must fill in and sign the form below. This tells the head of your centre that you have understood what the outcome might be and that you give your consent to the enquiry about results being made.

|                                |  |
|--------------------------------|--|
| Centre Number:<br><b>CY114</b> | Centre Name:<br><b>The English School, Nicosia</b> |
|--------------------------------|--|

|                   |                 |
|-------------------|-----------------|
| Candidate Number: | Candidate Name: |
|-------------------|-----------------|

|                        |                 |
|------------------------|-----------------|
| Communication Email 1: | Mobile phone 1: |
| Communication Email 2: | Mobile Phone 2: |

| Syllabus Title                                | Syllabus Code | Component to be reviewed |  |  |  | Service Code<br><small>(See overleaf for description)</small> | Cost (€) |
|---|---------------|--------------------------|--|--|--|---|----------|
|   |               |                          |  |  |  |   |          |
|   |               |                          |  |  |  |   |          |
|   |               |                          |  |  |  |   |          |
| <b>Total to be paid to school accountant:</b> |               |                          |  |  |  |   | <b>€</b> |

***Payment details:***

| Details        | Between 17 <sup>th</sup> - 18 <sup>th</sup> August            | After the 21 <sup>st</sup> August                |
|----------------|---|--|
| Payment method | Cheque (made out to The English School) or exact amount cash. | Cheque (made out to: The English School) or cash |
| Where          | Exams office  | School Accountant                                |

***Outcome of enquiry of result and deadline:***

The outcome of the results can take up to 30 working days to receive the outcome. Deadline is the 19<sup>th</sup> September 2017.

***Communication method of enquiry results:***

Leavers: results will be emailed to students

Current students: a copy of the results will be given during Form Tutor period

**Notes on the submission of enquiries about examination results for CIE**

- 1) Explanation of Syllabus and Components code needed:
  - i. The Syllabus code is the subject code. For example First Language English the Syllabus code is 0500/CR.
  - ii. The component is the unit codes. This needs to be clearly specified. For example First Language English has two component codes 21 and 31.
- 2) Cambridge will provide an explanation of any report of “No Result” (X), or a “Pending” grade (Q), without charge. Please indicate “X” or “Q” in the “Service” column overleaf.
- 3) Where an enquiry leads to a change in syllabus grade, no enquiry fee will be charged.
- 4) EAR can only be accepted at component level and not at syllabus level.
- 5) Students cannot submit EAR applications for internally assessed components i.e. English Literature has two components the exam (component code: 11) and the coursework portfolio (component code: 2), only component 11 can be remarked.
- 6) Only one EAR application can be submitted for each student i.e. when submitting an EAR, please make sure that all components you want Cambridge to review are submitted at the same time. Cambridge will not accept additional component EAR applications for the same candidate and same or different syllabus at a later stage.
- 7) For each candidate, all components of the syllabus for which an enquiry is being submitted must be for the same service. For example, you cannot request a service 2S for one component and a Service 1 for another component, if they are components of the same syllabus.

| Service Code | Description  | I/GCSE  | AS and A Level |
|--------------|--|---------|----------------|
| <b>1</b>     | <b><u>Service 1 (Clerical Re-Check)</u></b><br>This is a re-check of all procedures leading to the issue of a result. This service checks that:<br>(i) All parts of the script were marked,<br>(ii) The marks were totalled correctly and<br>(iii) The marks were recorded correctly                           | €40.00  | €45.00         |
| <b>1S</b>    | <b><u>Service 1S (Clerical Re-Check + Script)</u></b><br>The same as Service 1, further you also get a copy of the script  | €75.00  | €80.00         |
| <b>2</b>     | <b><u>Service 2 (Review of marking)</u></b><br>A review of original marking to check that the agreed mark scheme was applied correctly. The service is available for externally assessed components (excluding multiple-choice question papers). This service also includes the re-check detailed in Service 1 | €80.00  | €85.00         |
| <b>2S</b>    | <b><u>Service 2S (Review of marking + script)</u></b><br>The same as a Service 2 plus you also get a copy of the script  | €100.00 | €115.00        |

Enquires About Results may take around a month to complete. The candidates should register for November 2017 session by **14<sup>th</sup> September 2017** with the British Council. If a candidate’s grade is changed after EAR for November 2017 session, then a refund of the application can be requested. This should be organized with the British Council.

I give my consent to the head of my examination centre to make an enquiry about the results of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally award for the subject/s.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_