

## POST-RESULTS PAYMENT INFORMATION

Dear parents/carers,

Please confirm that you wish me to proceed with a review of marking for a GCSE subject or specific units/papers.

We will need to receive the full payment and signed consent form before we can move forward with the process.

A review of marking is chargeable per unit (or per paper), which you would be asked to pay by cheque, (payable to Bourne Community College), or in cash. You can pay by card between 9:00a.m. and 2:30p.m., however, there will be a 2.5% administration fee for the use of this facility.

We need both of these things before we can make the appeal.

This payment would be refunded should the appeal result in a change of grade.

Attached is a full list of fees per paper for all exam boards and the consent form which must have all of the correct details for the papers that you wish to be re-marked and to be signed by the candidate.

The completed consent form will need to be returned to the school reception. Forms are available for signing by the candidate at reception too if you are unable to print the attached consent form.

The school reception will be open and able to receive the consent form and cheques/cash between the hours of;

8:30 – 3:30 Monday to Thursday

8:30 – 3:00 Friday

The school's deadline for this, as for payment, is Monday 15th September.

There is of course no guarantee that the mark or grade would change. Please also note that there is no grade protection for a review of marking, this means that a student's marks may be lowered, confirmed or raised as a result.

Kind regards,

Tim Willis  
Exams Officer

Email – [twillis@bourne.org.uk](mailto:twillis@bourne.org.uk)