



Summer 2021 Results & Appeals Student and Parent Information

This document has been prepared in order to communicate important information concerning results and appeals for Summer 2021. It is vital that you take the time to read through the details in each section. If this information raises questions, please share them with us as soon as possible. Sections in this document include:

- **Summer 2021 Results & Appeals overview**
- **Results**
- **Appeals**
- **Sixth Form & Careers Support**
- **Autumn 2021 Exam Series**
- **Important Dates**
- **How to Get in Touch**
- **Frequently Asked Questions**

Appendices

- Appendix A: JCQ Appeal Request Form
- Appendix B: Autumn 2021 Intention to Enter Form

Summer 2021 Results & Appeals Overview

The Summer 2021 exam series could not take place as originally planned because of the Covid 19 pandemic. Alternative grading arrangements were put in place and schools tasked to provide assessed grades using a range of evidence based on the course content students have been taught.

To support Summer 2021 and the alternative grading arrangements, exceptional procedures have been put in place for results and appeals by JCQ (Joint Council for Qualifications) and exam boards.

This document is intended as the key source of information from The Abbey School about:

- the results issue in August 2021,
- the summer 2021 appeals process and,
- the autumn 2021 exam series

Key dates and deadlines are included in each section and should be adhered to.

Important

Leading up to each results day, it is essential that students continue to check their school email accounts regularly for communications relating to results, appeals and the autumn 2021 exam series. It is also important to refer to the school website for announcements and information that maybe issued by OFQUAL, JCQ and exam boards.

For school email account support please contact: itsupport@abbeychoolfaversham.co.uk

Results

This year results for KS4 and KS5 qualifications are being issued during the same week in August 2021.

A Level and Level 3 Vocational Qualifications

Tuesday 10th August 2021

The collection schedule for Sixth Form is as follows:

Time	Form
10.00	AHD
10.15	CMS
10.30	EAR
10:45	RRF
11.00	Year 12 results

GCSE & Level 2 Vocational Qualifications

Thursday 12th August 2021

The collection schedule for Year 11 is as follows:

Time	Form
10.00	ROS
10.20	LUP
10.40	SKR
11.00	MEL
11.20	VRB
11.40	ANM
12.00	GEM & NKG

There will be staff on hand to celebrate with you and support you on the day should you need it. However, if you feel that you require further careers guidance you can contact CXK on the channels detailed below. The phone lines and digital services are open 8am-8pm Monday – Friday and 10am-5pm Saturday:

Telephone – 0800 100 900 (press 3 for the South East region)

Webchat – <https://nationalcareers.service.gov.uk/contact-us>

Email - <https://nationalcareers.service.gov.uk/contact-us>

Book a call back - <https://nationalcareers.service.gov.uk/contact-us>

TAG Reports

Printed copies of TAG reports, which outline the results of the assessments used to calculate the final TAG, will be available on results day at the request of the student. Printed TAG reports can only be collected on each relevant results day, not before and in the week following.

Certificates

We expect that certificates for the Summer 2021 series will be available to collect in December 2021. You will be notified of the final certificate collection process by email as soon as details are confirmed by exam boards. Full details will also be published on the school website.

4.

Appeals

Students will be entitled to appeal their grades if they feel that an error has been made in the process or, if a clerical error is believed to have occurred. **Under the JCQ guidance there is no provision internally or externally to re-mark work this year.** The marking of all evidence used to determine the final grades has been through our quality assurance processes, which have been approved by JCQ and exam boards, and as such the grades attached to evidence are final.

Important

There is no grade protection if an appeal application is made. **It is essential to note that grades could go down as well as up as part of the appeals process, and this applies to both Stage 1 and Stage 2 (see below).**

JCQ have issued a student guide to appeals ahead of results days and we highly recommend that all students read this. An overview of Stage 1, Stage 2 and priority appeal information is detailed in the sections that follow.

Stage 1 – Centre Review

The first stage of any appeal is for the school to check that we have not made any mistakes in recommending the grades. We are highly confident that we have not made any errors, however you are entitled to ask us to check.

Please note that the grades belong to the student personally and as such any appeals can only be made by students and not their representatives. Any appeal forms submitted by parents or carers on behalf of a student must be rejected and cannot be acted upon by the school.

Grounds that students can request a centre review for are:

- the centre failed to follow its procedures properly or consistently in arriving at that result or, -
- the centre made an administrative error in relation to the result.

Deadline

Upon receipt of results, if you feel this applies to you, you must complete the Stage 1 section of JCQ Appeals Request form in Appendix A.

The completed and signed form must be submitted to appeals@abbey-school-faversham.co.uk by 11am on **Monday 6 September 2021** (** see also priority appeals). Forms received after this date cannot be processed.

We have a very limited staff available for appeals during the summer. Where Stage 1 appeals are received during August we will endeavour to respond as soon as possible, though in most cases this may require waiting until September.

In the unlikely event that an error is found that is significant enough to impact the final grade we would then explain the error to the exam board alongside our recommended new grade. The exam board then decide if they agree that the error is significant enough to change the grade. The exam board decision is then final.

Whether an error is found or not at this stage, if you are still dissatisfied you can ask us to refer the grade to the exam board for review. This is Stage 2 of the appeals process.

Stage 2 – Exam Board Appeal (only available if Stage 1 Centre Review has been completed)

If you have completed Stage 1 and are unhappy with the outcome you can request an Exam Board Appeal. For the exam board to review the case we send them the details of the evidence we used to decide the grade. They will review the case and decide:

- if the evidence we used was reasonable,
- if the grade we awarded is a reasonable application of professional judgement.

Only in the case where the original decision is found to be an unreasonable application of judgement will the grade be changed.

“Reasonable” and “unreasonable” in this case have a very specific meaning, referring to the judgement of a professional. A grade will only be found unreasonable if no professional acting in good conscience could have arrived at that final grade given the evidence it is based on.

For example: A decision to award a grade 6 will not be unreasonable where the decision maker for the appeal considers the evidence would support either a grade 7 or a grade 6. Both would be reasonable and therefore neither would be unreasonable.

If more than one grade would be a reasonable conclusion from the evidence, the exam board will not take a view on the most appropriate grade to be given, just whether the grade given was reasonable based on the evidence available.

Exam boards will only be reviewing whether the evidence used is reasonable for the qualification, they will not be reviewing the work in detail or re-marking any of it.

Deadline

To request a Stage 2 Exam Board appeal you must complete the Stage 2 section of JCQ Appeals Request form in Appendix A, remembering that this can only be done after you receive the result of our Stage 1 Centre Review. The completed and signed form must be submitted to appeals@abbey-school-faversham.co.uk by 11am on Wednesday **15 September 2021** (** see also priority appeals). Forms received after this date cannot be processed.

Exam boards are unlikely to deal with any non-priority Stage 2 appeals before September. Even if the school is able to process and submit a non-priority Stage 2 appeal to the exam boards during August there should be no expectation that a response will come from them before the end of September.

6.

****Priority Appeals**

A priority appeals provision has been defined by the JCQ for sixth form students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal the result of an A level or other Level 3 qualification.

Priority appeals only apply if there is a **university application dependent on the grades**, all other cases must follow the standard appeals timeline. In order to access the priority appeals process students must provide their UCAS personal ID (10 digit code) on their appeals form.

You should inform your intended higher education provider that you have requested a priority centre review or appeal.

Deadline

If you are eligible for a priority appeal and want to make a request, please submit Stage 1 section of the JCQ Appeals Request form (in Appendix A) by **2pm on Friday 13 August 2021 to appeals@abbeychoolfaversham.co.uk**. Priority appeal requests received after this deadline will be processed under the normal appeals timeline rather than as a priority.

Priority Appeal Request Timeframes

We will process priority appeal requests received before the above deadline as a matter of urgency and will respond with an outcome report for Stage 1 within one working day of receiving the request. Once we have issued our Stage 1 outcome report, students must respond within one working day if they want to continue to Priority Stage 2 – Exam Board Review.

Once the evidence has been passed to the exam board they commit to reviewing the case “as a matter of urgency” however there is no set timeline for a response from them and that bit is entirely outside the control of the school. We cannot guarantee that their decision will meet deadlines set by universities or UCAS clearing. As soon as the school receives notification of their decision, we will pass that on to the student.

If you feel you meet the criteria for appeal, please complete the JCQ Appeals Request Form (in Appendix A) and return to school by the due date.

At all stages of the appeals process, depending on the specific situation there may be the need for specialist, expert knowledge (e.g., subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

The Abbey School has set internal deadlines to ensure exam board and JCQ appeal deadlines are not missed. Please refer to the Important Dates section for an ‘at a glance’ timeline for the school.

Forms received after the deadlines set by The Abbey School will not be processed.

7.

Autumn 2021 Exam Series

OFQUAL has confirmed that there will be an exceptional autumn 2021 exam series scheduled for those students who would like the opportunity to improve the grade they receive in August 2021.

Each exam board will schedule exams in the windows identified below.

Qualification	Subject	Exam Window
A Levels	All	October 2021
GCSE	All	November 2021

For actual exam dates please refer to each exam board's specific autumn 2021 series timetable which can be found in the links below from early July 2021.

AQA: [AQA | Exams administration | Dates and timetables](#)

Pearson Edexcel: [Exam timetables | Pearson qualifications](#)

OCR: [Key dates and timetables \(ocr.org.uk\)](#)

WJEC Eduqas: [Key Dates and Timetables \(eduqas.co.uk\)](#)

The autumn 2021 exam series is only open for those students who were expected to receive a grade in Summer 2021. There are no entry fees payable by students for the autumn 2021 exam series.

Students who wish to sit an autumn 2021 series exam must do so at their place of education where the initial entry was made. The exception is GCSE English Language and GCSE Maths, which must be sat at the institution where they are enrolled as from September 2021.

If you have received a grade in August 2021 and want to make an autumn 2021 entry at The Abbey School, please complete the 'Intention to Enter' form in Appendix B. The deadline to return the completed and signed form is:

A Level entries: 11am on Monday 6 September 2021

GCSE entries: 11am on Monday 27 September 2021

8.

Important Dates

The table below lists important dates and activities that all students must be aware of over the coming months.

Summer 2021 Key Date		Student Action Required
10 August	A Level & Level 3 Vocational Qualifications results day	Attend school to collect results – results otherwise are posted home Request your TAG report showing your individual assessments Access Careers Advice and Guidance
12 August	GCSE & Level 2 Vocational Qualifications results day	Attend school to collect results – results otherwise are posted home Request your TAG report showing your individual assessments Confirm your Sixth Form place Access Careers Advice and Guidance
13 August	Deadline to submit Priority Stage 1 Centre Review form (A Level/Level 3 only)	Complete and return form to appeals@abbey.school
18 August	Deadline to submit Priority Stage 2 Exam Board Appeal form (A Level /Level 3 only)	Complete and return form to appeals@abbey.school
6 September	A Level - Deadline to submit Intention to Enter form for the autumn 2021 exam series (October)	Complete and return form to Exams Office hbeaumont@abbey.school
6 September	Deadline to submit Non-Priority Stage 1 Centre Review form (all qualifications)	Complete and return form to appeals@abbey.school
15 September	Deadline to submit Non-Priority Stage 2 Centre Review form (all qualifications)	Complete and return form to appeals@abbey.school
27 September	GCSE - Deadline to submit Intention to Enter form for the autumn 2021 exam series (November)	Complete and return form to Exams Office hbeaumont@abbey.school
1 December	Summer 2021 Certificate release	Actual collection details will be issued in October 2021 once confirmed by exam boards.

9.

How to Get in Touch

If you do have questions relating to results and appeals, please do not hesitate to get in touch using the following contact details:

Query/Area	Email / website address
School Email Account/Teams	itsupport@abbeyschoolfaversham.co.uk
Appeals	appeals@abbeyschoolfaversham.co.uk
Sixth Form Team	njones@abbeyschoolfaversham.co.uk
Careers	Telephone – 0800 100 900 (press 3 for the South East region) Webchat – https://nationalcareers.service.gov.uk/contact-us Email - https://nationalcareers.service.gov.uk/contact-us Book a call back - https://nationalcareers.service.gov.uk/contact-us
Term Dates	www.abbeyschoolfaversham.co.uk

10.

Frequently Asked Questions

How were my / my child's grades arrived at this year?

Grades this summer were based on Teacher Assessed Grades (TAGs), TAGs were submitted to each exam board by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant exam board, following external quality assurance checks. In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

What do I do if I'm not happy with my / my child's grade?

Appeal

All students have the opportunity to appeal their grade if they meet the eligibility criteria which is set out in the Appeals section of this document.

There is no route to request that mock exams, coursework or any other evidence used to determine a grade is re-marked. It is important to note that grades are not protected this year which means an appeal may result in a grade being lowered, staying the same, or going up. Example: If a student submits an appeal and their grade is lowered, they will receive the lower mark and there is no further opportunity to appeal.

Autumn 2021 Exam Series

There is also the option to 'resit' GCSE and A levels in the autumn 2021 term. If you are unhappy with a grade this option is likely more preferable. The design, content and assessment of these papers will be the same as in a normal year. Please refer to the Autumn 2021 Exam Series section for more information.

What are the grounds for appeal?

There are four main grounds for appeal, as dictated by JCQ. They are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will only look to see whether any teacher acting reasonably could have arrived at the same grade.

What will be the outcome of an appeal?

There are two stages to the appeals process. **A student's grade may go up, stay the same, or go down in either or both stage.**

When placing an appeal the student will have to **sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.**

What's a priority appeal?

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September 2021.

Priority appeals are only open to **A level students starting university this autumn, and who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

JCQ cannot offer priority appeals for GCSE students or A-level students who do not have a university place dependent on the outcome.

What should I do if I don't get into my first choice of university?

First, don't panic but do act swiftly. Speak to the Sixth Form and Careers teams about your options. You may wish to go through clearing, or sit the autumn 2021 exams or summer 2022 exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal. Please be aware that universities are not obliged to hold a place for you; this is at their discretion.

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which is expected to be available from JCQ before results days.

Appeals can only be made for specific reasons, any submitted for other reasons will have to be rejected.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

What are the two stages of an appeal?

Please refer to Appeal section of this booklet where Stage 1 and Stage 2 of the appeal process is explained.

How do I make an appeal?

Please refer to the Appeals section of this booklet which details the process to follow.

You know my / my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?

We are forbidden from disclosing the TAG - Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Even where we do know this information, we must not let students know their submitted TAGs, even if we know they haven't met the conditions of their offer.

Can I ask for my mock exams or coursework to be re-marked by the school or an independent reviewer?

No.

There is no provision for re-marking any work in this year's process, and this applies both within school and externally at the exam boards. All marked work has been through our internal quality assurance processes and all grades have been reviewed by at least two subject staff, including the head of department. All final grades have also been reviewed by a member of the school's senior leadership team.

The mock exam and coursework evidence grades declared by the school are final and cannot be subject to further review under the JCQ process.

Appendices

Appendix A: JCQ Appeal Request Form

Appendix B: Autumn 2021 Intention to Enter Form

Appendix A - Important information for students

AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Student Request Form for Centre Reviews and Appeals to Awarding Organisations

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

Please note the dates in this section have been set by The Abbey School to ensure JCQ deadlines can be met. You should submit a request for a Stage 1 - centre review by:

Priority Appeal – Stage 1: 13 August 2021

Non-Priority Appeal – Stage 1: 6 September 2021

Once you have received the outcome of your stage 1 - centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible, and within 24 hours of receiving the centre review outcome. Your school or college will submit this on your behalf. Requests for a priority appeal – stage 2 should be submitted within 1 working day following the result of stage 1 being issued. Requests for non-priority appeals – stage 2 should be submitted by **15 September 2021**.

What is a priority appeal?

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

Stage one – centre review

A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
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Student Name		Candidate Number	
Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.		If Yes provide your UCAS personal ID e.g. 123-456-7890	

Grounds for centre review Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>

Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:		
<ul style="list-style-type: none"> The outcome of the review may result in my grade remaining the same, being lowered or raised The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 		
Student Name	Student signature	Date
_____	_____	_____

Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Grounds for appeal Please tick the grounds upon which you wish to appeal	
1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.
<p>1. Administrative error by the awarding organisation You must provide a clear explanation. There is a 5,000 character limit.</p>
<p>2. (a) Procedural Error This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.</p>
<p>2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.</p>
<p>3. (a) Selection of evidence You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.</p>

3. (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student Name

Student signature

Date

Appendix B – Intention to Enter Autumn 2021 Examination Series

If you had an entry for the Summer 2021 exam series at The Abbey School, and would like to be entered to sit an exam during the Autumn 2021 exam series, please complete the form below.

The deadline to submit this completed form is

A Level entries: 11am on Monday 6 September 2021

GCSE entries: 11am on 27 September 2021

STUDENT DETAILS

Surname	
First Name	
Candidate Number	
Year Group	
Address	
Email	
Telephone	

ENTRY FEE INFORMATION

The school will fund entries to these exams. Only those students that were on roll with The Abbey School Faversham and are re-taking exams they were entered for in the 2021 summer series are eligible.

Entry Fee Information	Covered by The Abbey School Faversham
Administration Fee	N/A

EXAM ENTRY INFORMATION

Qualification	Subject	Exam Board	Exam Code	Resit Yes/No?	Entry Fee (Exam Office only)	Head of Sixth Form (attending students only)
Exam Office Only	Entry Fee Total			N/A		
	Administration Fee			N/A		
	Total Payable			N/A		

STUDENT SIGNATURE

DATE

Exams Office Only

Date Received		Fee Paid?	
Entry Made on Bromcom		Staff Code	
Coursework Requirement?		Notes	