

	Document Name:	Application for exam re-mark
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APPLICATION FOR A RE-MARK OF AN EXAM

If you are not happy with the outcome of your final exam, you can ask for a re-mark of your exam scripts using this form.

Your request and appropriate re-mark fee payment must reach the ICB within **one month** of your results being issued. (Fees are available on our website: www.icb.org.za)

The ICB's Assessors will re-mark your final exam and/or your formative assessment (Portfolio of Evidence (PoE)).

When the Assessor has completed your re-mark, your POE will be forwarded to a Moderator for verification.

We will let you know within **twenty-eight days** what the results of your re-mark are.

If the re-mark results in your grade improving, we will refund your re-mark fee. But if the re-mark confirms the original marks / grading, you will not be refunded.

You can apply for one re-mark only per subject.

PLEASE USE BLOCK CAPITALS

ICB student ref number	
Surname	
First name	
ID number	
Your college	
Telephone number (including area code)	
Email address	
Subject to be re-marked	
Date on which you wrote your final exam	
Reason for re-mark	

By signing this form, I confirm that I have read and understood the remark terms and conditions in the ICB Exam Policy. I further confirm that I have fully completed this form and enclose proof of payment.

DATE

SIGNATURE