



Founded in 1554

Request for Scripts - Candidate

Deadlines	A Level	Priority 07.01.2021 / Non-Priority 28.1.2021
	GCSE	28.01.2021
	GCSE	11.02.2021 – GCSE English and Maths
		11.03.2021 – GCSE all other subjects

	Candidate Name	Form	Cand. No.	Exam Board	Component Code	Candidate Signature	Received ✓ & Date (office use only)
1							
2							
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I (Head of Department) wish to order the above mentioned scripts. I understand that the script(s) must not be tampered with in any way & must be disposed of in a confidential manner once finished with.

Name: Signature: Date:

Department:

Important – you must have a signature or written consent from your student before you order their script for teaching purposes. Once a standard service script request has been submitted the student will be unable to apply for a review of marking.

Please tick the box to confirm you understand this and that you have made the situation clear to the students involved.

Centre Declaration

I confirm that upon receipt of the scripts, the Head of Learning will be notified of their arrival at our office and they will be requested to sign to acknowledge receipt.

Name: Carolyn Routlege (*Examinations Officer*)

Date: Dec 2020

For Office use only

Entry Made (Initial):..... Date:.....Checker Date