



1. Enquiry about Examination Results (EAR) / Re-correction

- You can submit EAR requests only for Components (Papers).
- EAR request for multiple components of a subject / syllabus needs to be made under the same Service Type.
 - For example, you cannot request a Service 1S for one component and then a Service 2S for another component if they are components of the same syllabus.
- All the components you want to review within the same syllabus must be submitted at the same time. Exam Board cannot accept enquiries for additional component(s) for the same candidate and syllabus at a later date.

EAR Application can be downloaded from our website - <u>https://www.britishcouncil.lk/exam/school-</u> <u>exams/results/retakes-remarking</u>

| EAR Service Type | Description of EAR Service | IGCSE | GCE OL | International AS & A Level |
|------------------------|---|-------------------------|-------------------------|----------------------------------|
| | | Per Component Fee | Per Component Fee | Per Component Fee |
| 1 | Clerical re-check (Service 1) | | | |
| | A re-check of all procedures leading to the issue of a result. This service checks that: | | | |
| | all parts of the script were marked the marks were totalled correctly the marks were recorded correctly | 9,700.00 | 9,700.00 | 11,100.00 |
| | (*Available for components assessed by Cambridge) | | | |
| 1S | Clerical re-check with a copy of script (Service 1S) | | | |
| | The same as a 'clerical re-check' but you also get a copy of the reviewed script. | 21,200.00 | 21,200.00 | 21,500.00 |
| | (*Available for components assessed by Cambridge. Not available for Art & Design syllabuses) | | | |

Deadline – 15th September 2023 (Late requests will not be accommodated)

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|----|---|-----------|-----------|-----------|
| 2 | Review of marking (Service 2) A review of the 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-checks detailed in the 'clerical re-check' service. (*Available for components assessed by Cambridge. But not available for Multiple-Choice Question papers) | 22,500.00 | 22,500.00 | 26,900.00 |
| 2S | Review of marking and copies of scripts (Service 2S)The same as a 'review of marking' but you also get a copy of the reviewed script.(*Available (*Available for cambridge. But not available for Multiple-Choice Question papers or Art & Design syllabuses) | 34,000.00 | 34,000.00 | 38,600.00 |

All fees are payable in Sri Lankan Rupees (LKR).

How to apply?

Step 1 – Make the payment via online bank transfer to our account.

(Note: We accept ONLY Online Bank/Payment Transfers or Over the Counter Payments at Banks. No Easy Pay/ATM/CDM Machine Payments Accepted)

- Bank: HSBC
- Branch: PO Box 73, Colombo 1
- Account Name: British Council
- Account number: **001-002377-002**
- Narration: CAIE EAR Registration Reference Number (shortened) Mobile Number (Example: CAIE EAR - A2LK-G1234567- 777521521)

Step 2 – Email the below to <u>LK-bankdeposits@britishcouncil.lk</u> with the Subject Line "Cambridge EAR Jun 2023 – [Registration Reference Number]"

- Completed EAR application form
- Confirmation / Screenshot of Bank Transfer

Processing Timeline - Approximately 35 days from submission acknowledgement.



Outcome will be sent to the email address used on the EAR application form.

Outcome of EARs are as follows:

- 1. Your original mark is lowered As a result 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 As a result, your final grade may be higher than the original grade you received. If the change of marks results in a subject grade change, you will receive a refund. Candidate fee is non-refundable.

Note: When an EAR is received, the exam board will appoint another examiner so that there is an independent review of the marking of the work. The reviewing examiner has been through the same training as all the other examiners marking the paper and will have marked many candidates' answers. Exam board will correct any administrative marking errors that are found. Marking errors include incorrect addition of marks, errors in transfer of marks from exam paper to computer screen, and partly unmarked scripts.

2. Data Changes

If there are any mistakes in the spelling of your name, date of birth etc. apply for "Data Change" before the given deadline using the form linked below.

https://forms.office.com/e/tVUC0WCkAd

Deadline – 15th September 2023 (Any request submitted after this date will be subjected to approval and admin fee)

3. Statement of Results (SOR) and Certificate

You will receive your SOR by end of September 2023 and the Certificate by mid November 2023

- Private Candidates Sent via courier to the registered address.
- School Candidates Sent to the respective schools.

Distribution and Post Test Services – Examination Services British Council, Sri Lanka