Theory exam re-mark request form

As stated in ABRSM’s Exam Regulations, for a Music Theory exam to be re-marked this form must be completed in full and sent by post to the Theory Quality Assurance Manager at ABRSM, within six weeks of the publication of results. ABRSM aims to acknowledge receipt of re-mark correspondence within three working days, and to resolve all re-marks within four weeks of this acknowledgement.

1. Correspondent details (please use block capitals)

Name __________________________________________ Telephone __________________________
Address __________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
Country __________________________________________
E-mail _____________________________________________ If other, please specify _______________________

2. Candidate details (if more than four, please continue on a separate sheet)

Candidate name ___________________________ Grade _______ Re-mark fee 50% of exam fee
_________________________________________ ___________________________
_________________________________________ ___________________________
_________________________________________ ___________________________
_________________________________________ ___________________________

3. Payment details

Please charge the re-mark fee to my credit card (NB Visa or MasterCard only; we cannot accept American Express)

Card number ___________________________ Expiry date _______ mm/yy
Signature of Cardholder __________________________

Name of Cardholder ___________________________________________ BLOCK CAPITALS

Date __________________________

UK re-marks: payment by cheque is also accepted, which should be made payable to ABRSM and enclosed with this form. International re-marks: payment may only be made by credit card, and will be charged in British Pounds Sterling at that day’s exchange rate.

Your card will not be charged (or your cheque banked) until the re-mark has been resolved.
If the overall mark total increases, no charge will be made (or your cheque will be destroyed).
If the overall mark total does not increase, the re-mark fee will be charged to your credit card (or your cheque will be banked).
4 Grounds for re-marking

Please write your grounds for a re-mark below before signing and dating the form.

Signed  ___________________________  Date  _______

Please post this form to:

Theory Quality Assurance Manager
ABRSM
4 London Wall Place
London
EC2Y 5AU

T: +44 (0)20 7467 8298
E: qa-theory@abrus.ac.uk

Due to security of payment details, do not send completed forms by email or fax.