**Application for Reviews of Marking and Moderation (RoMM) Services**

I give consent to the Hong Kong Examinations and Assessment Authority (HKEAA) to request for Reviews of Marking and Moderation (RoMM) services for the subject(s) / paper(s) listed below:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Paper No.</th>
<th>Service Type (Service 1, 2, 2P, ATS)</th>
<th>Copy of Reviewed Scripts (Please “√” if required for Services 1or 2 or 2P)</th>
</tr>
</thead>
</table>

Means to receiving the outcome letter (Please put a tick “√” in the appropriate box)

- [ ] In-person / [ ] By post (Address: ________________________________)

Contact Telephone No.: ______________________

In giving consent, I understand that the final subject grade awarded to me following the RoMM and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded to me. I have read and agreed to the Notes on Application for Reviews of Marking and Moderation (RoMM) Services for the examination. I understand that the application will only be valid if payments of the service fee(s) is / are settled at the Publications Unit of the HKEAA San Po Kong Office on the day of submitting the application.

Name in BLOCK Letters: ______________________
Candidate’s Signature: ______________________
Date: ______________________

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**FOR OFFICE USE**

**Pearson Edexcel IGCSE – May / June 2019**

<table>
<thead>
<tr>
<th>Centre No. :</th>
<th>Candidate No. :</th>
<th>Service Fee (HK$) (1)</th>
<th>No. of Papers (2)</th>
<th>Amount (HK$) (PLU 755) (1)x(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Service 1 @$265</td>
<td></td>
<td>$</td>
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<tr>
<td></td>
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<td>Service 2 @$755</td>
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<tr>
<td></td>
<td></td>
<td>Service 2P @$855</td>
<td></td>
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<td></td>
<td>ATS - Original Scripts / Copied Scripts @$120</td>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td>ATS – Copied of Reviewed Scripts @$325</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Approved by: ______________________

M - EA(IE)3 Date: ______________________

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**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY**

Application Number: ______________________

Received the sum imprinted

Candidate’s Name: ______________________

Centre / Candidate No.: ______________________

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Hong Kong Examinations and Assessment Authority

Pearson Edexcel IGCSE – May / June 2019
Notes on Application for Reviews of Marking and Moderation (RoMM) Services

<table>
<thead>
<tr>
<th>RoMM services</th>
<th>Fee per Candidate Per Paper / Unit</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 1 – Clerical Check Note a</td>
<td>HK$265</td>
<td>12 September 2019</td>
</tr>
<tr>
<td>Service 2 – Post-results Review of Marking Note b</td>
<td>HK$755</td>
<td></td>
</tr>
<tr>
<td>Service 2P – Priority Results Review of Marking Note c</td>
<td>HK$855</td>
<td>29 August 2019</td>
</tr>
<tr>
<td>Access to Scripts (ATS) – Original Scripts Note d</td>
<td>HK$120</td>
<td>12 September 2019</td>
</tr>
<tr>
<td>ATS – Copied Scripts Note e</td>
<td>HK$120</td>
<td></td>
</tr>
</tbody>
</table>

1. Candidates should submit the completed application form with the fees to the Hong Kong Examinations and Assessment Authority (HKEAA) San Po Kong Office (Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon) on or before their respective deadline specified above during office hours (Mon – Fri: 8:30am to 5:30pm; closed on Saturdays, Sundays and Public Holidays). To avoid missing the specified deadlines due to delay of delivery, postal application is not accepted.

2. The application will only be valid if payment of the service fees is settled at the Publications Unit of the HKEAA San Po Kong Office on the day of submitting the application. The payment may be made by EPS / Cheque (payable to “Hong Kong Examinations and Assessment Authority”) / credit card (incl. MasterCard, VISA, Union pay). The HKEAA should not be responsible if a candidate is later found ineligible for the RoMM services applied or whose application is rejected by the Examination Board. The service fees paid are NOT refundable nor transferable from one examination to another / a later one or for other purposes.

3. Candidate may request for a copy of the reviewed script when applying for RoMM Services 1 or 2 or 2P. An additional fee of HK$325 is levied for each copy of the reviewed script. No reviewed script service is available for 4CN1 Speaking Test.

4. Service 1 – Clerical check is a check of all clerical procedures which lead to the Examination Board issuing a result. This includes making sure:
   - all parts of the script have been marked;
   - marks have been recorded / added up correctly;
   - special consideration has been applied (where appropriate); and
   - the grade boundaries have been applied accurately.

5. RoMM Service 2P is only available for the May / June examination series.

6. Service 2 – Post-results Review of Marking is a check that if examiners have marked externally assessed components correctly. This includes the following checks:
   - the clerical check detailed in Service 1; and
   - the review of marking of units / components by a senior examiner.

7. ATS does not apply to internally assessed components, orals or audio / video tapes. Any scripts marked online will be returned as an electronic PDF copy which will not have comments on them.

8. ATS – Original Script: once an Original Script has been requested, the unit / paper can no longer be subject to a result enquiry. Original script will not be provided before the RoMM application deadline. No original scripts service is available for Speaking Test.

9. ATS – Copied Script: copied script is mainly used by candidates to decide whether to go ahead with RoMM Services 1 or 2 requests. Therefore, request for ATS – Copied Script should be made shortly after the release of results. No copied script service is available for 4CN1 Speaking Test.

10. The Examination Board aims to have the review of marking outcome within 20 days.

11. There is no guarantee that the outcome of an enquiry can be issued in good time for the candidate to apply for the next examination series or with university places at risk.

12. Candidates’ grades or uniform mark scores (UMS) may go up or down or remain the same.

13. The RoMM fees will be refunded partially only where the RoMM leads to a change in the overall subject grade for that candidate.

14. Subject to the circumstance stated in point 13,
   - Eligible candidate will receive a refund of $165 (for Service 1), $655 (for Service 2) or $755 (for Service 2P) for each paper / unit. No refund will be made for ATS – Original Script, Copied Script and Reviewed Script.
   - Eligible candidates may submit a completed application form to apply for a refund.