

A request for an Enquiry about Results is a 5-step process. Please read all information carefully and complete steps 1, 2, 3 before submitting your EAR application form to your respective British Council office. On this form you will find a summary of post-results services including Reviews of marking and moderation (RoMM), previously known as Enquiries about results (EARs) and Access to Scripts (ATS)

Deadline for submission of duly filled EAR application form is 20 March 2020.

Step 1: Candidate's Consent (To be completed by the candidate only)

I hereby give my consent to the Head of my Examination Centre to make an enquiry about the results of the examinations listed below. In giving consent I understand that the final subject grade awarded to me may be **confirmed, lowered or raised** for this subject/unit. I certify that the information on this form is complete and accurate to the best of my knowledge. I agree to comply with Pearson Edexcel International Examinations regulations and with the arrangements made by British Council.

Candidate's Signature: _____ Date: _____

Step 2: Candidate Details:

Please ensure that your contact details are accurate in order to prevent any delays in processing the EAR request.

Candidate full name: _____

(IN BLOCK LETTERS)

Centre/ Candidate number: _____ / _____

Postal address: _____

Telephone number: _____

Email address (valid and readable email address): _____

Step 3: Enquiry about Result (EAR) Service and Fee details: (Fee is payable in Pak Rupees)

Please find below details of EAR services available.

Service No.	Description	International A Level (Fee Per Candidate Per Unit)
1	Clerical re-check	2,375
2	Service 2- Post results review of marking	9,850
3	Service 2- Priority results review of marking	11,740
4	ATS- Original Scripts	-
5	ATS- Copy Script	-
6	ATS- Post EAR photocopy scripts	2,625

Please ensure that fee, subject, unit, service (s) details are filled accurately in order to process your request on time.

Qualification (IGCSE/IAL)	Subject Title & Subject Number	Component/ Unit Code	Service number- 1 to 6	Required fee for EAR Service
				Rs
				Rs
				Rs
				Rs
				Rs
				Rs
British Council Local Fee (BC Fee: 2,000+ Bank charges: 575-Total Fee PKR 2575 Non-Refundable)				Rs 2,575/-
Total Enquiry Services fee payable + British Council local Fee				Rs

Step 4: EAR Fee Deposit Details:

The EAR fee must be deposited by the candidate at the respective British Council bank account, details of which are provided below. Candidates must fill out a British Council Deposit Slip, available at these banks, when submitting payment. If a candidate resides in a city which does not have a designated Standard Chartered Bank, then the fee must be made through a bank draft. The bank draft must be drawn in favour of British Council. Please write ‘**EAR Edexcel - Jan 20 exams fee**’ on British Council deposit fee slip before making payment.

Step 5: Drop-box mailing service at SCB

To facilitate private candidates registering for a UK qualification, British Council Pakistan has signed an agreement with Standard Chartered Bank (SCB) whereby SCB will collect forms and fees and later deliver the relevant documents to their local British Council office. This SCB drop-box mailing service is free of charge and it only applies to candidates who register privately with their local British Council office. It is not offered to candidates registering with outstation British Council offices. For e.g. Candidates residing in Multan cannot use this drop box mailing service if they want to register for an exam at Lahore. However, they can use this service for a Multan based examination.

In case any bank deposit slips and/or required forms/documents are not delivered to British Council, candidates would resolve the issue directly with the respective SCB branch or courier / post office (as for any other postal/courier services), based on their proof of posting. British Council cannot be held liable for items lost in transit and consequently missed deadlines for registrations.

Apart from local holidays, Standard Chartered designated branches operate from 9:00 a.m. till 5:00 p.m. Monday to Friday, with two hours *JUMA* prayer break (1:00p.m – 3:00p.m). On Saturday some SCB branches operates from 9:00 a.m. till 1:30 p.m.

The list of designated SCB branches can be found at <http://www.britishcouncil.pk/exam/school/register/private> under “**Pay for your exams**” tab.

Submitting EAR

- If you are paying at standard chartered bank, you can use drop box facility available at SCB branches.
- If you are paying through demand draft, kindly send your EAR form at respective British Council office address.
- You are also requested to email scanned EAR form and payment slip at info@britishcouncil.org.pk as soon as you complete payment process.

Child Protection Policy

The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.

Checklist

British Council prides itself on providing a quality service and will take all reasonable steps to offer the stated services. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning EAR. British Council cannot however be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by an examining board or any other third party.

Please ensure the following details are completed on this form:

Candidate name:	<i>as on a candidate’s statement of entry</i>	Syllabus title(s)
Candidate number:	<i>as on statement of entry</i>	Syllabus code(s)
Centre name:	<i>e.g. British Council Karachi as</i>	Component code (s)
Centre number:	<i>on statement of entry</i>	Service(s) required
Present address:		Total fee paid (British Council local fee + EAR service (s) charges)
Telephone number:		Bank deposit slip number and date of deposit
Mobile number:		Signature of the candidate
Email address:	<i>Complete & valid Email ID</i>	

Warning

British Council will not process EAR forms which are incomplete, we will contact candidates for missing documents and this might delay in the enquiry about examination results being processed.

Acknowledgements

The British Council would forward acknowledgements to candidates' e-mail addresses within one week of receipt of complete EAR form. Details of requested service should be checked and respective British Council office must be notified of discrepancies. If you do not receive an acknowledgement within one week of EAR form submission, kindly contact our customer services team at 0800-22000 or write to us at info@britishcouncil.org.pk.

Enquiry Outcomes

All enquiries will be dealt with by Pearson Edexcel strictly in order in which they are received. We hope to communicate an outcome within 45 days of receiving the application. British Council will provide written notification of the enquiry outcome to the candidate via email (not via postal mail) on weekly basis. All communication must be reviewed carefully and any further required action on appeal must be taken immediately within given deadline as mentioned in the outcome letter.

Where an enquiry leads to a grade change, revised statement of results and certificate will be provided (after return of original old statement of results and certificate) along with board's fee as paid for results enquiry service. An original statement of results and certificate (if already received) must be returned to us to arrange the replacement of results and certificate. Refund forms (can be downloaded from www.britishcouncil.pk) original fee slip- applicant copy, old statement of results & certificate and other required documents must be posted to British Council respective office within 90 days as per payment date mentioned on fee slip/ bank draft. An email about the despatch of these original documents must be sent to us to avoid any missing postal mail.

For general enquiries about British Council, call us toll-free on 0800-22000 (Mon-Sat 9:00 a.m. to 6:00 p.m.) or write to info@britishcouncil.org.pk