

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 (Room) application form is:**

**For IAL and GCE A Level: 19 September 2022**

**For International GCSE and GCSE: 19 September 2022**

**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 (RoMM) request.*

Candidate full name: \_\_\_\_\_

(IN BLOCK LETTERS)

Centre/ Candidate number: \_\_\_\_\_ / \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Email address (valid and readable email address):** \_\_\_\_\_

**Step 3: Review of Marking and Moderation (RoMM)/(EAR) Service and Fee details: (Fee is payable in Pak Rupees)**

Please find below fee details (fee in PKR (Rs.) for RoMM/EAR services available.

Service No.	Description	International GCSE (Fee Per Candidate Per Unit)	International A Level (Fee Per Candidate Per Unit)
1	Clerical re-check	3265	3265
2	Service 2- Post results review of marking	11620	13480
3	ATS- Original Scripts	-	-
4	ATS- Photocopy Script	-	-

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

Qualification (International GCSE/ IAL)	Subject Title & Subject Number	Component/ Unit Code	Service number- 1 to 4	Required fee for EAR Service
				Rs
				Rs
				Rs
				Rs
				Rs
<b>Total Enquiry Services fee payable</b>				<b>Rs</b>

**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 favor of British Council. Please write '**Edexcel EAR– June 2022 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 (1:00 p.m – 3:00 p.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 <https://www.britishcouncil.pk/exam/school/register/private> under the "Pay for your exam" 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](mailto: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 Room/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:	Syllabus title(s) Syllabus code(s)
Candidate number:	Component code (s) Service(s)
Centre name:	required
Centre number:	
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:	
Email address:	Signature of the candidate

**Warning**

British Council will not process RoMM/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 after EAR form submission, kindly contact our customer services team at

0800-22000 or write to us at [info@britishcouncil.org.pk](mailto: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 would be mentioned in the outcome letter.

Where an enquiry leads to a grade change, revised statement of results and certificate will be issued. However, old original statement of results and certificate (if already issued) must return to us to arrange the replacement of results and certificate. All refund forms (can be downloaded from [www.britishcouncil.pk](http://www.britishcouncil.pk)), original fee slip- applicant copy and other required documents must return to respective British Council office within 90 days as per payment date mentioned on fee slip/ bank draft. An email about the return of original documents from the candidate must send 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](mailto:info@britishcouncil.org.pk)