

Clerical Recheck Notice

A recheck is a method of checking the clerical processing of the marks for exam papers, to ensure that all questions attempted have been marked and that the marks awarded have been correctly computed.

If you would like the Board of Studies to carry out a recheck, you should complete the list below. Payment must be made before the recheck can be processed. Either enclose a cheque made out to the Office of the Board of Studies or fully complete the credit card details section and:

1. post it to GPO Box 5300, Sydney 2001; or
2. fax it (credit card payments only) to (02) 9367 8078; or
3. deliver it in person to Level 4, 117 Clarence Street, Sydney.

Applications close 15 January 2010

A personalised Clerical Recheck Notice is also included as part of the Student Results Summary.

Student Name:

Student number:

Address:

Course Name	Course Number	Cost of Recheck*
		\$
		\$
		\$
		\$
		\$
		\$
Total Cost		\$

(*The cost of a recheck of the English paper is \$27.00; all other papers cost \$14.00)

Payment Details:

I enclose a cheque for \$_____ or I would like to pay by credit card (*please tick*)

Credit Card Payments only

MasterCard Visa (*please tick*)

Card No: ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___

Expiry Date: ___ ___ / ___ ___

Cardholder's Name: _____

Cardholder's Signature: _____