

 ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS	Policy Name:	Application for a re-mark of an assessment
	Policy Number:	1021.2022.v1
	Approved:	20 January 2022
	Expiry Date:	20 January 2023

APPLICATION FOR A RE-MARK OF AN ASSESSMENT

If you are not happy with the outcome of your final assessment, you can ask for a re-mark of your assessment scripts using this form. Your request and appropriate re-mark fee payment must reach the ICB within **one month** of your results being issued.

The ICB's Assessors will then re-mark your summative assessment (final exam) and/or your formative assessment (Portfolio of Evidence (PoE)). When the Assessor has completed your re-mark, your POE will be forwarded to a Moderator for verification. We will let you know within **twenty-eight days** what the results of your re-mark are.

If the re-mark results in your grade improving, we will refund your re-mark fee. But if the re-mark confirms the original marks / grading, you will not be refunded.

You can apply for one re-mark only per learning area. No second/subsequent re-mark requests for the same PoE and/or will be accepted.

PLEASE USE BLOCK CAPITALS

ICB learner registration number	
Surname	
First name	
Title	
ID number	
Your college	
Closest assessment centre	
Distance from your home to your closest assessment centre	
Telephone number (including area code)	
Email address	
Subject to be re-marked	
Date on which you wrote your summative assessment	
Reason for re-mark	

I have fully completed this form and enclose the correct fees for re-mark of R1150.00

DATE

SIGNATURE