

Remarking - English Language Exams

These procedures apply to written exam scripts only.

The following components will be remarked:

- ISE Controlled Written Exam (for ISE IV only)
- ISE Portfolio (for ISE IV only)
- Reading & Writing Module (ISE Foundation, ISE I, ISE II & ISE III)
- ESOL Skills for Life Writing

Please note:

- ESOL Skills for Life Reading scripts are clerically marked and so are not remarked.
- Clerical checks of Reading scripts and other exam components can be conducted on request and there is no fee for this.
- Speaking & Listening exams are not remarked because the original assessment environment cannot be replicated for these exams (see below).

English oral exams are not remarked. Although these exams are audio recorded, assessing a performance from a recording is different from assessing in a face-to-face situation, for example, there is no visual input. Because the environments in which the assessments take place are not the same, remarking from audio recordings cannot be fully reliable. For this reason, Trinity does not remark these exams.

Requesting a remark

Requests should be made within 12 weeks of receipt of your exam result by following the steps below.

- Requests should be submitted by the Registered Exam Centre where the exam was taken and signed by the Centre Representative.
- They should be submitted to your Local Trinity Representative.
- Requests must be made using a *Remark request form* available from your Local Trinity Representative. They will also provide you with guidance notes on how to complete the form and the relevant bank account details for paying the fee.
- Proof of payment of the remark fee, your original Results slip and, if you passed the exam, your original certificate must be attached to the form.

Please note, remark requests will not be processed until receipt of the remark fee has been confirmed.

Fee structure for remarks

The remark fee must be paid in the same currency as the initial exam enrolment. You must submit proof of payment with your remark request. Requests will not be processed until receipt of the full fee has been confirmed.

The remark fee is equal to the entry fee of the exam. Where only a component of an exam is remarked, the component will incur a percentage of the whole exam entry fee.

Fees

- ISE Controlled Written Exam – 33% of the exam entry fee (for ISE IV only)
- ISE Portfolio – 33% of the exam entry fee (for ISE IV only)
- ISE Reading & Writing Module – ISE Foundation, ISE I, ISE II & ISE III – 100% of the exam entry fee
- ESOL Skills for Life Writing – 100% of the exam entry fee

Outcome following a remark

Remarks will usually be completed within 8 weeks of a request.

Marks may be revised upwards, downwards or remain the same. A new results slip will be issued and where necessary a new certificate. The remark fee will be refunded only if remarking results in the result band being revised upwards, e.g. from a fail to a pass (see below).

Result bands for ISE:

- Pass with distinction
- Pass with merit
- Pass
- Fail

Result bands for ESOL Skills for Life

- Pass
- Fail

Remark outcome	Fee
No change to result band	Fee not refunded
Result band revised downwards	Fee not refunded
Result band revised upwards	Fee refunded

Where a fee is refunded, this will be made by bank transfer into the bank account specified by the Registered Exam Centre.