



Theory exam re-mark request form

As stated in ABRSM's Exam Regulations, for a Music Theory exam to be re-marked this form must be completed in full and emailed to the Theory Quality Assurance team at ABRSM, within six weeks of the publication of results. ABRSM aims to acknowledge receipt of re-mark correspondence within three working days, and to resolve all re-marks within four weeks of this acknowledgement.

1 Correspondent details (please use block capitals)

Name	_____	Telephone	_____
Address	_____ _____ _____	Applicant Number	_____
Country	_____	Exam Date	_____
E-mail	_____	Relation to candidate: Teacher	<input type="checkbox"/>
		Parent	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		If other, please specify	_____

2 Candidate details (if more than four, please continue on a separate sheet)

Candidate name	Grade	Re-mark fee (50% of exam fee)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3 Payment details

Once we have received your form, we will send you a secure link where you can add your credit card details. It is not secure to send payment details via email and we cannot accept them on this form although you should sign and date below.

Signature of Cardholder _____

Name of Cardholder _____

Date _____

International re-marks: payments will be charged in British Pounds Sterling at the daily exchange rate on completion of the re-mark.

Your card will not be charged until the re-mark has been resolved.

If the overall mark total increases, no charge will be made.

If the overall mark total does not increase, the re-mark fee will be charged to your credit card.

4 Grounds for re-marking

Please write your grounds for a re-mark below before signing and dating the form.

How we use your information

ABRSM will use the personal information that you provide to administer your application in accordance with applicable data protection laws and our Privacy Policy – please visit www.abrsm.org/privacypolicy.

Signed _____

Date _____

Please email this completed form to: ga-theory@abrsm.ac.uk