**APPLICATION FOR CLERICAL CHECK**

**ENQUIRY STAGE 1**

A Clerical Check is an administration and data entry check to ensure that marks have been accurately reported. All results are clerically checked and reviewed before issue. However, candidates may apply for a Clerical Check using this application form. A clerical check does not provide feedback or commentary on a learner’s performance.

|  |  |
| --- | --- |
| **Surname:** | **First name(s)** |
| **Postal Address:** |
| **Email address:** | **Telephone number:** |
| **Examination:** | **Examination date:** | **Candidate No.:** |
| **Pathway (DPSI only):** |  **Language:** |
| **Signature:**  | **Date:** |
| Enquiry Stage 1 | Fee |
| Clerical Check | £20 |
| Preferred method of paymentPlease tick | BACS□ | Debit/Credit card□ | Cheque□ |

Please send this form by email to: appeals@ciol.org.uk or by post to IoL Educational Trust (APPEALS) Dunstan House, 4th Floor,14a St Cross Street, London EC1N 8XA.

***PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS***

PAYMENT DETAILS

You can pay by:

1. Bank transfer to the IoLET account, please see details below:



Please write the transaction reference here:

1. Debit/Credit card: Please indicate this option on the form and a member of the Client Services team will phone you to collect payment over the phone.
2. Cheque made payable to IoL Educational Trust