



# LCCI Post Results Services

## Enquiry About Results

Board Code: <u>LCCI-PRS</u> Subject Code: <u>EAR</u>	Full Name in BLOCK Letters
Passport / NRIC Number	
Complete Address (Block #, Unit # and Postal Code)	Email Address
Home No.	Mobile No.

Centre Code	ASIN650	Centre Name	British Council (Singapore)
Candidate Number		Date of Exam	
Award Entry Code		Award Name	
Enquiry Service	<b>SERVICE 2 (REMARK)</b> Re-marking of externally assessed components of an examination. This service will include: <ul style="list-style-type: none"> <li>• The clerical re-checks</li> <li>• The re-assessment of components by a senior examiner</li> <li>• The provision of an individual candidate report detailing the performance of the candidate in the examination</li> </ul>		

### Instructions on completing this form:

- The administrative fee for this request is **\$320.00** (GST inclusive) per subject.
- All Enquiries About Results (EAR) must be submitted to British Council within five (5) weeks after the release of results online.
- Complete all the fields in this form. The published results enquiry service is the only mechanism by which concerns will be addressed.
- If there are changes to your results, a revised results slip/certificate will be issued and part of the administrative fee refunded.
- Enclose the following documents:
  - a photocopy of the certificate and/ or the results slip
  - a photocopy of your identity card/ passport
- LCCI will provide the enquiry outcome within 30 calendar days from the date of submission of the request.
- Submit your documents:
  - By Mail:** Please mail the completed application form, a photocopy of your NRIC/Passport and cheque to:

*British Council (Singapore) Limited  
Examinations Services  
30 Napier Road, Singapore 258509*

Cheques must be made payable to "**British Council (Singapore) Limited**". Applications will only be processed if documents are complete.

- In person:** Submit the completed application form and other documents in person at the British Council - **Napier Road Office**. The administrative fee must be paid upon application (by CASH / NETS / CREDIT CARD).

Candidate's Signature:

Date:

Official Use (Register under "School Exams")  Administrator's Initial:	Sequence Number:	Receipt Number:
	C	E