



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	SERVICE 2 (REMARK) Re-marking of externally assessed components of an examination. This service will include: <ul style="list-style-type: none"> • The clerical re-checks • The re-assessment of components by a senior examiner • The provision of an individual candidate report detailing the performance of the candidate in the examination 		

Instructions on completing this form:

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

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 NETS / CREDIT CARD).

Candidate's Signature:

Date:

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