



# 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 sent by post to the Theory Quality Assurance Manager 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 <i>50% of exam fee</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 3 Payment details

Please charge the re-mark fee to my credit card (NB Visa or MasterCard only; we cannot accept American Express)

Card number \_\_\_\_\_

Expiry date \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_ mmyy

Signature of  
Cardholder \_\_\_\_\_

Name of  
Cardholder \_\_\_\_\_ BLOCK CAPITALS

Date \_\_\_\_\_

**UK re-marks:** payment by cheque is also accepted, which should be made payable to ABRSM and enclosed with this form.

**International re-marks:** payment may only be made by credit card, and will be charged in British Pounds Sterling at that day's exchange rate.

Your card will not be charged (or your cheque banked) until the re-mark has been resolved.

If the overall mark total increases, no charge will be made (or your cheque will be destroyed).

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

## 4 Grounds for re-marking

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please post this form to:**

Theory Quality Assurance Manager  
ABRSM  
4 London Wall Place  
London  
EC2Y 5AU

T: +44 (0)20 7467 8298  
E: [qa-theory@abrsm.ac.uk](mailto:qa-theory@abrsm.ac.uk)

Due to security of payment details, do not send completed forms by email or fax.