



## Request Form for Functional Skills Feedback

Please note this is not a request for a re-mark.

<b>Candidate name:</b>		<b>Candidate number:</b>	
<b>Booking reference:</b>		<b>Qualification:</b>	
<b>Paper number:</b>		<b>Centre name:</b>	
<b>Person requesting from centre:</b>		<b>Requested on date:</b>	

Please select one of the below 2 options for which feedback report is required:

**Numerical Feedback Report - £10.00 + VAT**

A 'Numerical Feedback Report' indicates the number of marks that were lost during a candidate's exam, corresponding against the Functional Skills standards.

**You can receive 2% of your annual registrations free of charge.** This means if a 'Numerical Feedback Report' is requested, we will check the number of registrations you have done in the last 12 months from that date, 2% of this is how many reports you can receive FOC. E.G. if in the past 12 months your centre has done 400 registrations, you are entitled to 8 reports FOC  
If you are not entitled to any FOC Numerical Feedback reports, you will be charged £10.00 + VAT

**PE Feedback Report - £40 + VAT**

A PE feedback report is a detailed report which is written by our Principal Examiners (PE). The contents of this report is more specific, as the PE's will examine the candidate script/s and state areas of weakness, where the candidate has lost marks, and ways the candidate can improve.

<b>SFJ Admin Only</b>	Invoiced	Date:
Admin:	£10.00 <input type="checkbox"/> £40.00 <input type="checkbox"/> FOC <input type="checkbox"/>	