

Narrative Examination Post Results Policy

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1 Introduction

The post results service is available for narrative examinations taken from February 2021 onwards, and includes two options:

- Marks Report
- Clerical Check.

The clerical check is available only to candidates who have failed a narrative examination.

2 Marks Report

2.1 Definition

A marks report shows a candidate's total mark awarded for a narrative examination, the marks achieved for each question attempted, and any marks awarded as a result of special consideration.

2.2 How to apply for a marks report

Examination candidates seeking a marks report must complete the Post Results Application Form and submit it by email to MarksReview@cisi.org.

3 Clerical Check

3.1 Definition

A clerical check ensures that:

- all of the marks were transcribed correctly from the paper.
- the marks were totaled correctly.
- the marks were recorded correctly.
- the correct grade was awarded.

A marks report showing a breakdown of marks achieved per question will also be provided.

3.2 How to apply for a clerical check

Examination candidates must request a clerical check **no later than ten working days after results day**. Clerical checks requested more than ten working days after results day will not normally be provided.

To submit the request to the CISI the candidate must complete the Post Results Application Form and submit it by email to MarksReview@cisi.org.

A fee of £10.00 is payable. Contact details must be provided in the Post Results Application Form so that payment can be made.

3.3 Outcome of a clerical check

The CISI will provide the marks report and inform the candidate of the outcome of the clerical check within 20 working days of receipt of the application.

There are three possible outcomes to the clerical check:

- The existing marks are upheld.
- The candidate's mark is increased. The CISI's email to the candidate will include details of any remedial action to be taken by the CISI, and the fee for the clerical check will be refunded.
- The candidate's mark is decreased.