

## Exam Result Clerical Check Application Form

There is a fee of **£30** for this service. Candidates have 10 days after results are issued to apply.

A clerical check is for candidates who have failed their exam and would like their mark sheets re-checked. The NEBDN will go through the mark sheets manually to make sure that all pages and marks have been correctly included and counted. This involves scrutinising it against the master mark sheet.

**Please note, a clerical check does not provide candidates with any overall marks or feedback regarding exam results.**

If you would like a clerical check completed on your mark sheets, please fill in below:

Candidate details	
Candidate name	
NEBDN candidate number	
Candidate telephone number	
Candidate email address	

Examination details <i>(please confirm which examination your application relates to)</i>	
National Diploma in Dental Nursing – Written examination	<input type="checkbox"/>
Certificate in Dental Implants Nursing	<input type="checkbox"/>
Certificate in Dental Radiography	<input type="checkbox"/>
Certificate in Oral Health Education	<input type="checkbox"/>
Certificate in Orthodontic Dental Nursing	<input type="checkbox"/>
Certificate in Special Care Dental Nursing	<input type="checkbox"/>
Certificate in Dental Sedation Nursing	<input type="checkbox"/>

What date was the examination?	
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Payment Details <i>(please confirm how you are paying the fee)</i>	
I have enclosed a cheque / Postal Order for £30 with this application form	<input type="checkbox"/>
I will contact you to pay by debit/credit card once NEBDN have received the form <i>(please ring 01772 429917)</i>	<input type="checkbox"/>

<b>Applicant signature</b>		<b>Date</b>	
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This form is used for ordering a re-check of an exam paper. This means that NEBDN will process the details you have provided to ensure that you receive your exam re-check results. Please refer to our Privacy Notice at [www.nebdn.org](http://www.nebdn.org) for further information.

We will contact you by email with the outcome of the clerical check within 28 working days. Post to NEBDN, First Floor, Quayside Court, Chain Caul Way, Preston, PR2 2ZP or scan and email to [assessmentandawards@nebdn.org](mailto:assessmentandawards@nebdn.org)