

# ADMIN REVIEW FORM

## ADMINISTRATIVE REVIEW REQUEST FORM

Go to [www.accaglobal.com/students/results/reviews](http://www.accaglobal.com/students/results/reviews) for full details of ACCA's administrative review service. Please note that the administrative review service is not a re-marking service. Failure to include your registration number may result in ACCA not being able to process your administrative review.

### Administrative review request fees:

- £40 CAT – Introductory, Intermediate and Advanced Level (per paper)
- £40 ACCA Qualification Knowledge Module (Papers F1 to F3) (per paper)
- £45 ACCA Qualification Skills Module (Papers F4 to F9) (per paper)
- £50 ACCA Qualification Professional level (per paper)

### Your details

Name \_\_\_\_\_

Registration number \_\_\_\_\_

I would like to request an administrative review of my June 2009 examination result(s) for the following paper(s):

	Paper	Result	Fee
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
		Total fee	_____

**Return this form to: Exams Operations Services, ACCA,  
2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW,  
United Kingdom**

### Your method of payment

- Crossed GBP cheque or bank draft drawn on a UK bank
- Crossed GBP British postal order (Please make all cheques, bank drafts and postal orders payable to 'The Association of Chartered Certified Accountants')
- Credit/debit card
  - Visa
  - Mastercard
  - Switch/Maestro
  - American Express

Name of cardholder (shown on card) \_\_\_\_\_

Card number (from front of card – do not include spaces) \_\_\_\_\_

Issue number (if shown) \_\_\_\_\_

Amount payable \_\_\_\_\_

Card start date (if shown) \_\_\_\_\_

Card expiry date \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Today's date \_\_\_\_\_

The correct remittance must be enclosed with your request in order for the review to be undertaken. ACCA accepts no responsibility for any losses incurred as a result of the operation of its administrative review service. The deadline for requesting an administrative review of your June 2009 results is **7 September 2009**. You will receive written confirmation of the outcome of the review from ACCA in the week commencing **21 September 2009**.