

## Request for an enquiry into Cambridge English examinations results

Please print clearly all information requested below:

**Candidate Information**

Examination	<input type="checkbox"/> <b>A2 Key (KET) for Schools - Nov 24, 2018</b>	<input type="checkbox"/> <b>B1 Preliminary (PET) for Schools - Nov 24, 2018</b>	<input type="checkbox"/> <b>C1 Advanced (CAE) - Nov 24, 2018</b>
	<input type="checkbox"/> <b>B2 First (FCE) for Schools - Dec 1, 2018</b>	<input type="checkbox"/> <b>C2 Proficiency (CPE) - Dec 2, 2018</b>	
HAU Registration Code			
Candidate Number			
Last/Family Name			
First Name			
Father's Name			
Date of Birth			
Mailing Address			
City		Postal Code:	
Email Address			
Telephone			Mobile:
Service Description	<input type="checkbox"/> <b>A full clerical re-check of all papers</b> <input type="checkbox"/> <b>A re-mark of all papers</b>		Test Center:

**Results Enquiry Fee**

Service Description	Exams	Fee
A full clerical re-check of all papers	KET fS, PET fS, FCE fS, CAE, CPE	35 €
A re-mark of all papers	KET fS, PET fS	90 €
A re-mark of all papers	FCE fS, CAE, CPE	120 €

The fee must be deposited at the **ALPHA BANK**. The bank account number is 803-00-2002-005149 (IBAN: GR29 0140 8030 8030 0200 2005 149).

*In the case of interbank transfers, any expenses are born by the customer and not the Hellenic American Union. For this reason, please select "Expenses OUR" and not "Expenses SHA".*

Where an enquiry leads to a change of grade, any Results Enquiry fees will be refunded.

**Submit your Rescoring Request Form**

There are **three alternative ways** to submit your Rescoring Request Form along with the deposit slip from the bank:

1. **fax** it to the following number: 210 3634200
2. **email** it to: exams@hau.gr
3. or **mail** it to: Hellenic American Union, Massalias 22, 106 80 Athens

**Rescoring Period**

	Clerical Re-check of all papers	Re-mark of all papers
<b>KET fS/PET fS/CAE</b>	until <i>January 25, 2019</i>	until <i>February 15, 2019</i>
<b>FCE fS/CPE</b>	until <i>February 22, 2019</i>	until <i>March 15, 2019</i>

All candidates wishing to request a re-mark must have completed, and received their results for clerical check before requesting a re-mark.

**Results**

Cambridge Assessment English will process your request. The results will be emailed to you by the Center for Examinations and Certifications at the email address you specified above. Please note that information about a candidate's performance in individual papers is limited only to what is contained in the Statements of Results.

**Data Protection**

The information we have requested in this form will be maintained in digital and physical form and used only for the purposes described above. Depending on the examination, candidate personal data may be sent to the United States (Michigan Language Assessment, Hellenic American University) or Europe (Cambridge Assessment English, ETS Europe) to process, score and issue the results for the examination. These examination bodies process candidate personal data with appropriate safeguards to protect the security and privacy of this data. Hellenic American Union maintains candidates' personal information for as long as it has legal, regulatory or contractual responsibilities to maintain this information. Candidates have the right to access the personal information we maintain on them and to request a copy of this information; to correct inconsistent or inaccurate and complete any missing data; to delete or to restrict the processing of this data for matters explicitly defined by law; to receive the personal data concerning them in a structured, commonly used and machine-readable format; and to object to the processing of your personal data for matters explicitly defined by law, and to withdraw their consent, if provided below. Candidates can exercise these rights by submitting a written request to Hellenic American Union, Massalias 22, [privacy@hau.gr](mailto:privacy@hau.gr) to which the Hellenic American Union will answer within one month from its receipt. This deadline may be extended for two additional months if the complexity of the request or the number of requests it is processing at the time require so. If candidates believe that the Hellenic American Union has infringed your data privacy rights, they have the right to file a complaint with the Hellenic Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)).

For more information on the Hellenic American Union's data protection and privacy policy, please contact us at [privacy@hau.gr](mailto:privacy@hau.gr) or +30 2103680056.

I have read and understood the data privacy statement.

Candidate's name - Parent's/Guardian's name: ..... Date: ..... Signature:.....

