

## **BDMA – Post Examination Review**

The BDMA will carry out a review of the examination paper for a candidate only if the candidate has failed to achieve the designated pass mark.

Requests for an examination review need to be sent in writing to the BDMA office within 4 weeks of the examination result being issued:

Harborough Innovation Centre,  
Wellington Way,  
Airfield Business Park,  
Market Harborough,  
Leicestershire, LE16 7WB  
[info@bdma.org.uk](mailto:info@bdma.org.uk)

The check will include:

- A review of the original marking
- Making sure that all parts of the paper have been marked
- Making sure that the marks for the sections have been added up correctly
- Making sure that the marks are recorded correctly
- Applying any adjustments
- Applying any special considerations
- If the outcome of the review is still a fail, an analysis of areas for improvement

The cost for this service is £35 + VAT, the amount is refundable if the outcome of the review is that the candidate has passed the examination. If the candidate has also booked and paid to re-sit the exam, this amount is also refundable.

The BDMA will aim to provide the results of the review within 30 days of the receipt of the request.

Please note that a review may result in a reduction to the candidate's original mark if it is felt that the original marker has been too lenient.

The review will be carried out by a suitably qualified representative of the BDMA and the reviewer will always be a different person to the original marker to maintain objectivity. The identity of the candidate will not be available to the reviewer, the review will be based only on the candidate number.

**Please note that close call papers are always reviewed before the results are issued.**