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REQUEST FOR STUDENT ASSESSMENT SUMMARY AND CLERICAL CHECK

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**Student assessment summary**

This report will give you information about the results you received for the Stage 2 subjects you completed this year.

The report lists, for each subject, your:

- School grade and moderated grade for each school assessment type, and their numeric equivalents.
- School assessment grade and external assessment grade, and their numeric equivalents.
- Final subject grade and its numeric equivalent.

Cost: **\$27.00**

OFFICE USE ONLY

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**Clerical Check**

The SACE Board of South Australia will check that:

- You results were correctly entered into the computer system
- You have been awarded the correct subject grade and its numeric equivalent, based on your school assessment and external assessment

A clerical check does not involve re-marking student work.

I would like a clerical check for the following subjects:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Cost: **\$32.00** per subject

OFFICE USE ONLY

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**Please see next page for payment details.**

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## Payment details

### Discount of fee

The fee may be reduced by 25% if you can show that:

- You have a current pensioner health benefit or concession card issued by the Commonwealth, or you are the dependant of someone who has; or
- You receive a totally or permanently incapacitated disability pension; or
- You receive Commonwealth unemployment or sickness benefits or state financial assistance, or you are the dependant of someone who does; or
- You have a school card
- If you are a student experiencing extreme financial hardship, you may write to the Chief Executive of the SACE Board of South Australia asking for 100% waiver of fees. You will need to explain the reasons.

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## Payment

Name

Address

Post code

Telephone

SACE Registration Number

School

### I would like to purchase the following:

Request	Price	Quantity
Student Assessment Summary	<b>\$27.00</b>	
Clerical Check	<b>\$32.00</b> each	TOTAL COST \$

### Credit card payment

Please tick (✓) method of payment  Mastercard  
 Visa

Card Number

Expiry date

Cardholder's name (please print)

OFFICE USE ONLY

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## Submission

**All requests are required to be submitted to the SACE Board by Friday 28 August 2026.**

Please save this document to your computer before sending to the SACE Board.

Submit this form by clicking the button below or emailing [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au)

**SUBMIT**