
REQUEST FOR STUDENT ASSESSMENT SUMMARY AND CLERICAL CHECK

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: **\$26.00**

OFFICE USE ONLY

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. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Cost: **\$31.00** per subject

OFFICE USE ONLY

Please see next page for payment details.

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.

Payment

Name

Address

Post code

Telephone

SACE Registration Number

School

I would like to purchase the following:

Request	Price	Quantity
Student Assessment Summary	\$26.00	
Clerical Check	\$31.00 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

Submission

All requests are required to be submitted to the SACE Board by Friday 29 August 2025.

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

SUBMIT