



To be filled by the course administrator

Received:	Reg. no:
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Request for reassessment or correction of awarded grade

Note! It is the grade that is reconsidered or corrected. No completely new assessment of your examination, in the form of a re-marking, will be carried out.

Name:		Date of birth:	
E-mail:			
Course name:		Course code:	Module code:
Anonymisation code:	Examination date:		Your grade:

Please indicate below whether your request concerns a review or correction of grades, and fill out the justification box on the next page!

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Request concerning a reassessment of a grade (c. 6 24 § The Higher Education Ordinance)

If an examiner finds that a decision on a grade is obviously incorrect owing to new circumstances or for some other reason, he or she shall change the decision if this can be done quickly and easily and if it does not mean lowering the grade.

Task no: _____

Describe in detail in the justification box on the next page why and in what way the grade is incorrect. Please note that a grade decision must be clearly incorrect in order to be changed. The error should therefore be easy to detect.

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Request concerning the correction of a grade (c 6 23 § The Higher Education Ordinance)

A decision pursuant to Section 36 of the Administrative Procedure Act (2017:900) on rectification of a typographical error, miscalculation or similar oversight concerning a grade shall be made by an examiner.

Correction of typographical errors and the like (Section 36 in The Administrative Procedure Act)

A decision that contains a manifest error in writing, calculation or any other similar oversight by the authority or someone else may be corrected by the authority, which made the decision.

Task no: _____

Describe what the correction refers to in the justification box on the next page!

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Justification (required)

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Please email the form to the course administrator

To be filled by the examiner

The review has resulted in following:

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No change in decision

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The grade is altered to _____

Date of decision:

Examiner's name:

The decision has been drawn up electronically and therefore bears no signature.