



## Application for change of Examiner

Students who have failed twice at the same examination part with the same Examiner, and want another Examiner appointed for the next examination opportunity, can apply for another Examiner. The application is only valid for one occasion and must be submitted at latest 15 workdays before the examination opportunity, in order for the University of Skövde to process the application and possibly appoint another Examiner in time.

### Applicant's personal information (\* = mandatory)

**Send form by email to**  
*studentservice@his.se*

Student ID-number * (yymmdd-xxxx)	
Given name *	Family name *
Telephone/Mobile *	Email * (@student.his.se)
Course name *	Course code *
Date for upcoming examination opportunity *	Examination part and credits value *
Current examiner *	

**School \***    IBI    IHF    IHV    IIT    ING

Motivation to application
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I have failed twice at the same examination part with the same Examiner. \*

**More information on next page**

## Beslut – fylls i av Högskolan/Decision – for the University only

**Beslut enligt 6 kap. 22§ högskoleförordningen/Decision according to The Higher Education Ordinance (Chapter 6, section 22).**

- Begäran godkänns. Ny examiner/The application is approved. New Examiner: \_\_\_\_\_
- Begäran avslås på grund av att någon annan examiner inte finns att utse (det föreligger särskilda skäl mot att utse en annan examiner)./The application is rejected because no other Examiner can be appointed (there is a special reason against appointing another Examiner).
- Begäran avvisas på grund av att studenten inte har genomgått två prov för en kurs eller en del av en kurs utan godkänt resultat (formella krav för rätt till utseende av annan examiner uppfylls inte)./The application is dismissed because the student has not done the examination part for a course or part of a course twice without passing results (formal requirements for the right to have another Examiner appointed are not met).
- Begäran avslås på grund av att ansökan har inkommit för sent för att högskolan ska hinna utse någon annan examiner före det aktuella examinationstillfället (det föreligger särskilda skäl mot att utse en annan examiner)./The application is rejected because the application has been received too late for the University to appoint another Examiner before the examination opportunity (there is a special reason against appointing another Examiner).
- Begäran avskrivs på grund av att det inte längre föreligger särskilda skäl att utse en annan examiner./The application is dismissed because there are no longer special reasons to appoint another Examiner.
- Övrigt/Other: \_\_\_\_\_

Datum/Date: \_\_\_\_\_

Namn avdelningschef/Name Head of Division: \_\_\_\_\_  
(Prefekt, om avdelningschefen själv är den som ska utses till examiner)./The Head of School, if the Head of Division is the one to be appointed as Examiner)

Beslutsfattare skickar beslut till studenten, kursansvarig lärare, examiner, eventuellt ny examiner och utbildningshandläggare via e-post./The Head of Division sends the decision to the student, the Course Coordinator, the Examiner, any new Examiner and the Educational Issues Officer by email.

### Information

The student fills in and sends the form to [studentservice@his.se](mailto:studentservice@his.se) at latest 15 workdays before the examination opportunity.

The Head of Division decides on a change of Examiner. Before a decision is made, the Head of Division controls whether the student has been examined twice at the same examination part, by the same Examiner. If the student does not meet this criterion, the application may be dismissed. If there is no other Examiner available, the application can be rejected. A late application can be rejected if the University cannot process the application in time before the examination opportunity. The application can be dismissed if the reason of the application is no longer relevant.

The decision is filled in on the form and sent by email to the student, no later than five workdays before the examination opportunity. The decision is sent simultaneously to the Course Coordinator, the Examiner, any new Examiner and the Educational Issues Officer.

The Educational Issues Officer registers and archives the decision in the education database.

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### Decision

A decision on change of Examiner is made by the Head of Division at the concerned School. The right to change Examiner is regulated by The Higher Education Ordinance (Chapter 6, section 22). This says that a student who has failed twice at the same examination part for a course or part of a course, without passing results, has the right to have another Examiner appointed, unless there are special reasons to the contrary.