



Application for re-evaluation of a grade

Applicant's personal information (* = mandatory)

Send form by email to
omprovning@his.se

Civic Reg. No/Student ID No * (yymmdd-xxxx)	
Given name *	Surname (family name) *
Telephone-/mobile number	Student E-mail address (ending in @student.his.se) *

Information on examination

Course name *		Course code *
Examination part		
Date of examination *	Credit value for the examination part *	School
Examiner *		
Course co-ordinator		

The following must be enclosed with this application:

- 1. A separate sheet of paper with a written statement of which questions you wish to have re-evaluated and what you consider incorrect with the evaluation of these question.**
Title your motivation "Re-evaluation of exam" and clearly state your name and date of birth. In the statement, please motivate why you believe a re-evaluation is warranted, if necessary, referencing the grading criteria or the exam review done in class. Be as detailed and specific as possible. **Please note that the reasons should be obvious.**
- 2. A copy of the exam or corresponding examination if the Student Affairs Office did not distribute the exam.**
In cases where the Student Affairs Office has distributed the exam, the original will be scanned and sent by Student Affairs Office directly to the examiner for re-evaluation.
Please note that the original exam should not be collected from the Student Affairs Office in case of a re-evaluation, instead ask for a copy.

<p>Procedure of the application</p> <ul style="list-style-type: none">• The form "Application for re-evaluation" is filled out by the student.• The form is sent in (or handed in) to the Student Affairs Office, along with a written statement of what is considered to be incorrect.• The Student Affairs Office will store the original exam and send a digital copy of the form, statement and exam to the course examiner for re-evaluation.• The examiner reviews the case and makes a decision.• The examiner notifies the student and omprovning@his.se the decision made.• Any changes of the grade are made in Ladok.	<p>Decision</p> <p>A decision regarding a change of grade can only be made by the examiner for the course in question. If the request is denied, an appeal is not possible.</p> <p>The examiner should notify the student of the decision, through e-mail, normally within 3 weeks.</p> <p>A student's right to re-evaluation of a grade is controlled in the Higher Education Ordinance (Chapter 6, Sections 23-24).</p>
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