



Application for re-evaluation of a grade

Applicant's personal information (* = mandatory)

Send form by email to
studentservice@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		

Signature of applicant

Date *	Signature of applicant <i>Signature is not required when sent in by email.</i>
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The following items must be enclosed with this application:

1. **A separate sheet of paper with a written description of which questions you wish to have re-evaluated and what you consider to be wrong with the assessment of these question.**
Title your motivation "Re-evaluation of exam" and clearly state your name and civic registration number or student ID number. 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.**

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.

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 us directly to the examiner for re-evaluation.

<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 handed in (or sent in) to the Student Affairs Office, along with a written statement of what is considered to be in error. Attach a copy of the exam or similar examination format.• 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 reconsideration. A digital copy is also sent to the Registrar's Office for Case Management as well as the original form and statement.• The examiner reviews the case and makes a decision.• The examiner notifies the student and the Registrar of 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, either orally or through e-mail, normally within 3 weeks.</p> <p>A student's right to re-evaluation of a grade is controlled in the Education Ordinance (Chapter 6, Sections 23-24).</p>
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