Application to View an Examination Script

Surname:

Given names:

Student no.:

Subject (Code & Title):

Email contact for reply:

Dates and times you are not able to view your script:

Reason for wishing to view script (optional):

Signature: Date:

Notes:

1. A student who wishes to view an examination script must complete this application form and submit it to the School Office within 28 days of the publication of official results for the exam.

2. The student will be notified of the time and place at which the script may be viewed in the following semester.

3. Examiners will check that all answers have been marked and that marks have been collated correctly.

4. During the marking of scripts, examiners will normally have given due consideration to the marks allocated, including consideration of marginal cases. The marks allocated will not be varied unless it is clear that an error in marking has been made, and viewing of the paper will not be an opportunity to negotiate additional marks. If you believe an error has occurred, you must demonstrate this clearly to the examiner.

5. A student who is not satisfied with the marking of an examination script may, on written application to the Head of School, request that the script be remarked. If approved, this will be done by an independent examiner, and the new marks will apply, regardless of whether they are higher or lower than the previous result.

M.J. Liebelt,
Head of School
25 January 2010