



REQUEST FOR REASSESSMENT OF GRADING DECISION (*Begäran om omprövning av betygsbeslut*)

Send to:

Registrar's Office

E-mail: registrator@hig.se

Alternatively, in paper form to:

Registrar

Högskolan i Gävle (University of Gävle)

SE-801 76 Gävle

Sweden

COURSE CODE AND NAME	
STUDENT'S NAME	
E-MAIL ADDRESS	
T-NUMBER OR PERSONAL NUMBER	
DATE OF EXAMINATION (YYYY-MM-DD):	

You have the right to have your grade reviewed in accordance with the Higher Education Ordinance¹.

According to Section 23 (Chapter 6, Section 18, SFS 2006:1053), "the rectification of a typographical error or similar concerning a grade shall be made by an examiner. Ordinance (2018:957)".

Additionally, as stated in Section 24, "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. Ordinance (2006:1053)".

For you to have a grading decision reassessed there must be relevant reasons. We ask you to clearly state:

1. Which part/question(s) in your exam you wish that are reassessed?
2. What reasons do you have for the grade to be changed?

You can write your arguments below², in maximum one, A4- page, and computer-written text. When the examiner has reviewed your request, you will be notified by post or e-mail (o address or e-mail as shown in Ladok).

¹ <https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/>

² **The following examples are not relevant reasons to change grading decisions:**

1. *I have looked at another student's exam and I think that I should get as many points as he / she because we have answered about the same.*
2. *Can you check my exam again?*
3. *I think I should get one more point on question X.*
4. *I am close to getting a G or VG. Could you see if you can find any more points on question X?*

A copy of your exam must be attached.

I would like the following to be reassessed:

Examiner's decision

I have reviewed the submitted request for reassessment of grading decision

for examination in _____ / examination date _____

and the reasons stated by

Name

T-number or personal number

Resulting in the following decision:

The grade is changed to _____

Reasons for changing the grade:

No change.

Examiner's justification of the decision:

Examiner's signature

Date *Signature*

Printed name

Decision announced to student

Date *Signature*

Printed name