



Request for reconsideration of grading decision

Personal details

Surname, first name

Personal identity number

<input type="text"/>	<input type="text"/>
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Email address

Telephone

<input type="text"/>	<input type="text"/>
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Details of examination

The request refers to examination within the course / module

Course code

Credits

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date of examination

Examiner

Grade

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Motivate your request for reconsideration of grading decision

Motivate why you think the grade is clearly incorrect.

Further description is attached in Appendix 1

Signature student

Date and place

Signature

<input type="text"/>	<input type="text"/>
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Decision

Decision for reconsideration

<input type="checkbox"/>	No action. No new circumstances have emerged and the decision is not manifestly incorrect for any other reason	<input type="checkbox"/>	Change as follows: From grade ____ To grade ____
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Rationale

Signature decision

Date and place

Name of examiner

Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date and place

Name of rapporteur

Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Prerequisites for reconsideration

A grade decision cannot be appealed. Though, a grade decision according to the Higher Education Ordinance (Chapter 6, Section 24) can be reconsidered if new circumstances have emerged or if the grade is obviously incorrect for another reasons. The grade must then be changed if it can be done quickly and easily and if it does not mean that the grade is lowered. Decisions on reconsideration of grades are made by the examiner. Please note that students who intend to request reconsideration should attach a copy of their exam and not the original document.

Grading can only be changed according to the grading scale specified in the syllabus. Requests for reconsideration are made on the designated form and should be submitted to HKR within three weeks after receiving notification of grades. Reconsideration shall normally take place within two weeks after the request has been received by HKR.

Procedure

- The study administration stamps the document and the errand will be registered and given a registration number.
- The errand is sent to the examiner who recites with correcting teacher.
- A decision is made and sent to the student and study administration.
- Possible grade changes will be made in Ladok.