

Application for a Re-read



Name: _____

Student Number: _____

Course: _____

Instructor: _____

Signature: _____ Date: _____

Re-read Procedure

Any request to re-read an examination paper must reach the Registrar within 30 days after release of the final examination results. The request must be accompanied by a fee of \$10, which will be refunded only if the mark is raised. All requests for a re-read will be directed by the Registrar to the director or head concerned for implementation. Re-reads of examinations will be conducted by the head/director of the unit involved and a second faculty member who has expertise in the subject area, after consultation with the original instructor. In the event that the head/director is the instructor, the dean will designate a replacement to conduct the re-read.

Re-reads may be requested in any or all courses in which a student is registered without reference to class standing or the final grade assigned. A re-read of a mid-year examination will be granted only after consultation with the head of the department or director of the school concerned. A student who requests a re-read in a course forfeits the grade originally assigned.

To the director or department head:

A request for a re-read has been received from the student named above.

Please institute proceedings for a re-read as outlined in the current calendar and return this form to the Registrar's Office

Result of the reread:

_____ The grade remains unchanged

_____ The grade has been changed to: _____

Signature: _____ Date: _____