



## APPLICATION FOR THE REMARKING OF AN EXAMINATION PAPER

**PLEASE NOTE:**

**This application must be submitted on or before the date specified by your Faculty.**

1. I, ..... the undersigned,  
(title, initials and surname)

Student number

Qualification code

Academic year  
(i.e. 1<sup>st</sup> year)

Module code

hereby apply for the reviewing of my summative assessment paper in respect of the above named module.

2. My results for the above named module are as follows:

a) **Module Mark (year/semester)**

	%
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b) **Last Summative assessment Mark (examination)**

	%
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c) **Final Mark**

	%
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3. I am aware of the fact that I only qualify for a revision of my examination paper if:

3.1 I have already discussed my summative assessment mark (b) with my subject lecturer; **AND**

.....  
**Signature of Academic Employee**

3.2 I obtained a final mark (c) of at least 45% for this course; **OR**

3.3 Examination mark (b) is at least 15% lower than my year or semester mark (a); **OR**

3.4 I have passed a module without distinction but my module mark or my examination mark was a distinction mark.

4. I am also aware of the fact that after the Executive Dean has decided to appoint an external arbitrator I will have to pay the prescribed re-assessment fee before the process can continue.

5. I am also aware of the fact that the prescribed amount payable in respect of revision of my examination paper, will only be refunded if after revision I pass the module (which I otherwise would have failed) **OR** pass the module with distinction.

6. I furthermore confirm that I shall abide by the decision of the Executive Dean of my Faculty.

.....  
**Student's signature**

.....  
**Date**

### DEAN'S DECISION

.....  
**Signature: Dean**

.....  
**Date**

.....  
**Receipt Number**

### RECOMMENDATION OF EXTERNAL ARBITRATOR

.....  
**Signature: External Arbitrator**

.....  
**Date**

.....  
**Receipt Number**

### RECOMMENDATION BY DEPARTMENTAL CHAIRPERSON

.....  
**Signature: Departmental Chairperson**

.....  
**Date**

.....  
**Receipt Number**

### DEAN'S FINAL APPROVAL

.....  
**Signature: Dean**

.....  
**Date**

.....  
**Receipt Number**



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### **ACADEMIC REGULATIONS**

#### **11.4 Appeals**

- 11.4.1 After the final mark for a module is made known, students
- (a) who failed the module with a final mark of at least 45%, or
  - (b) whose last summative assessment (examination) mark is at least 15% lower than their module mark, or
  - (a) who passed a module without distinction, but whose module mark or last summative assessment (examination) mark was a distinction mark, may apply to the lecturer who awarded marks in the final or last summative assessment opportunity for an explanation of the final mark obtained.
- 11.4.2 Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in AR 11.4.1 must be made within 10 days after classes commenced for the second semester for first semester assessments. In the case of a second semester assessment opportunity, requests must be made 3 days prior to commencement of classes the following year. No assessment material (for example, answer scripts or portfolios) or copies of it may be provided to students after such explanatory discussion, if such material would not otherwise have been returned to the student.
- 11.4.3 If, after the explanation has been provided as described in AR 11.4.2, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean. Executive Deans may, at their own discretion decide to appoint an external arbiter to re-assess the final and/or last summative assessment. A fee, as determined by the University, is payable for the assessment by arbitration.
- 11.4.4 The fee is refunded if the arbiter alters results from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases, the fee is forfeited to the University.