



## Application for re-evaluation of a grade

*Please leave the application at the  
Student Affairs Office, 2nd level, house E,  
or send it to: Högskolan i Skövde,  
Studentservice, Box 408, 54128 Skövde*

### Applicant's personal information (\* = mandatory)

Civic Reg. No/Student ID No * (yymmdd-xxxx) —	
Given name *	Surname (family name) *
Telephone-/mobile number	Student E-mail address (ending in @student.his.se) *

### Information on examination

Course name *		Course code *
Examination part		
Date of examination *	Credit value for the examination part *	School
Examiner *		
Course co-ordinator		

### Signature of applicant

Date *	Signature of applicant *
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### The following items must be enclosed with this application:

- 1. A separate sheet of paper with a written description of which questions you wish to have re-evaluated and what you consider to be wrong with the assessment of these question.**  
Title your motivation "Re-evaluation of exam" and clearly state your name and civic registration number or student ID number. In the statement, please motivate why you believe a re-evaluation is warranted, if necessary, referencing the grading criteria or the exam review done in class. Be as detailed and specific as possible. **Please note that the reasons should be obvious.**

***Please note that the original exam should not be collected from the Student Affairs Office in case of a re-evaluation, instead ask for a copy.***

- 2. A copy of the exam or corresponding examination if the Student Affairs Office did not distribute the exam.**  
In cases where the Student Affairs Office has distributed the exam, the original will be scanned and sent by us directly to the examiner for re-evaluation.

<p><b>Procedure of the application</b></p> <ul style="list-style-type: none"><li>• The form "Application for re-evaluation" is filled out by the student.</li><li>• The form is handed in (or sent in) to the Student Affairs Office, along with a written statement of what is considered to be in error. Attach a copy of the exam or similar examination format.</li><li>• The Student Affairs Office will store the original exam and send a digital copy of the form, statement and exam to the course examiner for reconsideration. A digital copy is also sent to the Registrar's Office for Case Management as well as the original form and statement.</li><li>• The examiner reviews the case and makes a decision.</li><li>• The examiner notifies the student and the Registrar of the decision made.</li><li>• Any changes of the grade are made in Ladok.</li></ul>	<p><b>Decision</b></p> <p>A decision regarding a change of grade can only be made by the examiner for the course in question. If the request is denied, an appeal is not possible.</p> <p>The examiner should notify the student of the decision, either orally or through e-mail, normally within 2 weeks.</p> <p>A student's right to re-evaluation of a grade is controlled in the Education Ordinance (Chapter 6, Sections 23-24).</p>
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