

Date of arrival:

Course:

Request of reviewing or amendment of the grading decision

A request of reviewing the grading decision needs to be justified with concerns to the grading criteria or the expected learning outcomes or the correction template if any.

It is the grade according to the current grading scale that will be reviewed or amend. A completely new assessment of your exam will not be done. Before you get the result of an exam the examiner always look carefully at results that are close to a higher grade.

The following examples are NOT usually considered sufficient for a change after the reviewing:

1. I think I should get the same grade as this student since our answers are similar.
2. Can you look at my exam again since I am close to a higher grade? (The examiner always look close to those grades that are near a higher grade before the examiner set the grade in Ladok)
3. I think I need to get more points at this question. Can you please look at it again?

First and last name

Personnel number

E-mail

Phone number

Name of the course

Date of the grade

Regarding your request:

☐

Question

has not been
assessed.

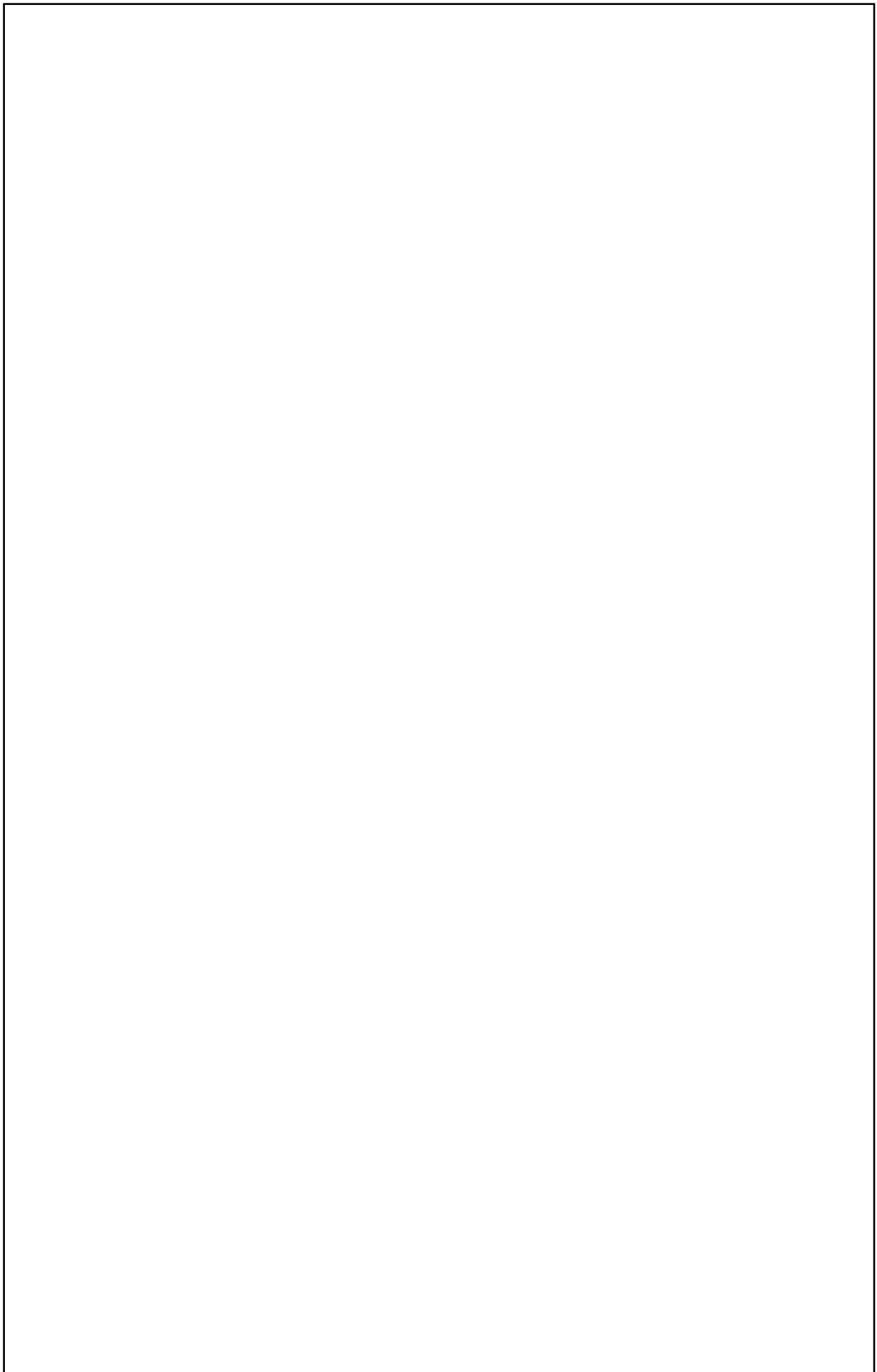
☐

Correction of something that is obviously incorrect. Please state what below.

☐

A review of the grading decision is justified below with concerns to the grading criteria or the expected learning outcomes.

Please write your motivation here. You can continue on the next page if you need to.



The Administrative Procedure Act (2017:900)

Correction of clerical errors and the like

Section 36

A decision that contains an obvious inaccuracy on account of a clerical error, arithmetical error or a similar oversight by the authority or someone else may be corrected by the authority that issued the decision.

When an authority shall vary a decision

Section 38

An authority shall vary a decision it has issued as the first instance

1. if it considers that the decision is obviously wrong in some significant respect because of new circumstances or for some other reason; and
2. the decision can be varied quickly and easily without this being to the detriment of any private party.

When an authority may vary a decision that has been appealed

Section 39

A decision that has been appealed may be varied by the authority that has issued it as the first instance solely in cases referred to in Section 38 and only if the appeal and the other documents in the matter have not yet been forwarded to the higher instance that shall examine the appeal.

The Higher Education Ordinance (1993:100), chapter 6

Amending grades

A decision under Section 36 of the Administrative Procedure Act (2017:900) on rectification of a typographical error or similar concerning a grade must be made by an examiner. Ordinance (2018:957)

Reviewing grades

If an examiner finds that a grading decision is obviously incorrect due to changed circumstances or for some other reason, they must change the decision if this can be done quickly and easily and does not mean lowering the grade. Ordinance (2006:1053).

You can send the completed form by email to the examiner or the course responsible. You find the email address at the webpage for the department. Write reviewing of a grading decision as the subject.

The request for the review of the grading decision leads to the following decision:

☐ The grading decision is not changed because it is not obviously incorrect.

☐ The grading decision is changed as followed:

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City and date

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Sign by examiner

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Name clarification

Following people have participated in handling this decision:

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