

Reappraisal of Final Exam Request (or Equivalent)

Reappraisals are coordinated by the Team Lead of the programming unit in consultation with members of the staff. An application to apply for a reappraisal must be made in writing to the programming unit of the course. The student must apply within ten (10) days of the date* the grade is posted. *Refer to Student Service Centre for dates.

For more information, refer to the Online and Continuing Education Extension Grade Appeal and Reappraisal Procedures.

Instructions: Submit completed form along with the written request to the Team Lead

Documentation received - Date (MM/DD/YY):

FOR OFFICE USE ONLY	
ID	Program

Personal Information

First Name		Middle Name			Last Name	
Date of Birth MM/DD/YY		Phone	Cell	Work	Home	Email Address
Mailing Address		City/Town			Province/State	Postal/ Zip Code

Course Information

Class Number (optional)	Subject Code	Course Number	Section
Course Title			Instructor
I have met with the instructor to Team Lead regarding the final examination, or equivalent, and am unable to resolve the issue(s).			Yes No
I have attached a letter indicating my reasons for requesting a reappraisal.			Yes No
I am aware that the mark given on the reappraisal of the examination will replace the original mark.			Yes No
I understand that the reappraisal process applies only to final exams (or equivalent).			Yes No
I understand that the result of this reappraisal is final and cannot be appealed.			Yes No

Payment Information - The Reappraisal fee will be paid by:

MONEY ORDER CHEQUE

INVOICE

U of A Staff: INDENT

Make money orders or cheques payable to the University of Alberta.

If employer is to be invoiced, please include a Letter of Authorization (LOA) on company letterhead, or an authorized Purchase Order (PO) signed by signing authority (not student).

A Request for Reappraisal of Final Exam (or Equivalent) can be submitted by mail, electronically through the form submission page at uab.ca/ask or dropped off in person at the Student Service Centre. The Student Service Centre is open from 8:15 a.m. to 4:15 p.m. Monday to Friday, and 10 a.m. to 4:15 p.m. on Wednesday. We will contact you to coordinate payment.

Please note: Your request for reappraisal will not be finalized until payment has been received.

Student's Signature	Date (MM/DD/YYYY)
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RECEIPT #

Protection of Privacy – Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests by the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

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First Name	Last Name	Student ID
Course		

The result of the reappraisal is:

No change in final grade Change of final grade: _____

The Student was notified on: _____ SSC was notified on: _____

Additional Notes:

Signature: _____

Date Completed: _____

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