Application to View an Examination Script

Surname: ............................................................................................................................................................

Given Names: ..................................................................................................................................................

Student No.: ..................................................................................................................................................

Course Code: ..................................................................................................................................................

Subject Title: ..................................................................................................................................................

Email contact for reply: ....................................................................................................................................

Please tick a box:

☐ You have been offered a Supplementary Exam

☐ You would like to review your Exam – Reason..............................................................................................

Signature:..........................................................................................................................................................

Date:.............................................................................................................................................................

Notes:

1. A student who wishes to view an examination script must complete this application form and submit it to
   the School of Civil, Environmental & Mining Engineering office.

2. A separate form must be completed for each subject.

3. During the marking of scripts, examiners will have given due consideration to the marks allocated, including
   consideration of marginal cases. The marks allocated will not be varied unless it is clear that an error in
   marking has been made.

4. The primary purpose of allowing students to view exam scripts is quality-control. It is not simply an opportunity
   to receive additional marks. If you believe an error has occurred in the marking you may request a remark.
   Reasons such as "I want more marks" or "I only need one more mark to get a distinction" are not good reasons
   and your request will be automatically rejected.

   If you identify an arithmetical error, or you see a part of your solution which you believe did not receive marks
   you were entitled to, please draw this to the attention of the School’s staff.

Professor Mark Jaksa
Head, School of Civil, Environmental & Mining Engineering

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