



# Request for reassessment of decision of grade

**Filled in by the student** \* = mandatory information

The form should be sent to: Högskolan i Borås,  
Student Reception, 501 90 Borås **or**  
handed in to: Student Reception, B3

Personal identity number (YYMMDD-XXXX) *		
Last name *		
First name *		Telephone/Mobile number
Address		
Postal code	City	
Email (student account SXXXXXX) *	Email (alt.)	
	@student.hb.se	

## Information about examination \*

Examination within course/sub-course		
Identification number of student at an anonymous examination		Date of examination
Department		
Course code	Number of university credits	
Programme		Year/class

Please state the question/questions the reassessment concerns on page 3-4. Carefully motivate the reasons to why reassessment is requested in relation to the task, grading criteria and learning outcomes of the course. Describe what in your answers, according to you, should give more points.

**Place, date and student's signature\***

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## Rules

“Marking decisions cannot be appealed, but an examiner may reassess his/her decision and under certain circumstances decide to give another mark. A request for reassessment of a marking decision must be made in writing by the student involved and must include a detailed account of the reasons for the request. The examiner shall reassess the marking decision as soon as possible, however at most two weeks after the student’s request was received. The examiner’s decision shall be justified in writing.” [From ”Riktlinjer för rättssäker examination” (“Guidelines for legally safe examination”), journal No 673-08-101, University of Borås, 2009]

**Students that want to make a request for reassessment of a decision of grade are recommended not to collect the completed examination from the Student Reception.**

**Note!** Documents sent to the university are deemed to be public and may be issued if anyone so requests. After decision has been made the documents will be archived.

## Case procedure

- The form “Request for reassessment of decision of grade” must be filled in by the student and handed in to the Student Reception.
- The examiner receives the request for reassessment and the original examination documents.
- The examiner processes the case and submits his/her decision regarding reassessment and the original documents to the administrator involved.
- Any changes are registered in Ladok by the certifier involved and are announced to the student.
- The original examination documents and a copy of the request form are returned to the Student Reception, where the student can collect them.

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## DECISION

### Filled in by the university

A reassessment has been made, resulting in the following decision:

Change: Grade \_\_\_\_\_ Points \_\_\_\_\_ Registered in Ladok (date, signature) \_\_\_\_\_

No change:

Examiner’s summary justification of the decision:

.....

.....

.....

Date, examiner’s signature

.....

Clarification of signature and position

.....

Decision announced to student (date, signature): .....

**I would like the following questions to be reassessed**

Question No \_\_\_\_ Please justify why you are requesting a reassessment.

Examiner's comment

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Examiner's comment

Question No \_\_\_\_ Please justify why you are requesting a reassessment.

Examiner's comment

cont. **I would like the following questions to be reassessed** If necessary, please continue on a new sheet of paper!

Question No \_\_\_\_\_ Please justify why you are requesting a reassessment.

Examiner's comment

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