



# Request for reassessment of decision of grade

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

Submit according to instructions on page 2

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, state course code		
Identification number of student at an anonymous examination		Date of examination
Department		
Number of university credits	Type of examination ( e.g. digital exam, written exam, report, thesis	
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\***

## Rules

“Grading decisions cannot be appealed. However, the examiner can reconsider their decision and, under certain conditions, decide on a different grade. A student who wishes to have a grade reassessed must justify what they consider to be incorrect assessment in relation to the course objectives in the syllabus. The examiner will review the grade decision as soon as possible after the student's request. The examiner's decision must be justified in writing.” [ From "Riktlinjer för rättsäker examination" ("Guidelines for Fair and Legally Certain Examination"), Reg No 449-18, University of Borås, 2022]

**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 emailed to the university
- The examiner receives the request for reassessment and the examination documents from the education officer.
- The examiner processes the case and submits his/her decision regarding reassessment to the education officer.
- Any changes are registered in Ladok by the certifier involved and are announced to the student.

E-mail the form to your education officer:

- A1@hb.se (Textile, engineering, business)
- A2@hb.se (Caring science, health care, work life science)
- A3@hb.se (Librarianship, information, education and IT)

or

hand in to : Student Reception, B3

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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

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

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