



Request for reassessment or correction of grading decision

A request for the reassessment or correction of a grading decision must be justified with reference to the grading criteria.

NB! It is the grade according to the applicable grading criteria that may be reassessed or corrected. There will be no entirely new evaluation of your test or examination; it will not be re-marked.

The following examples are **NOT** adequate justification for changing a grading decision.

1. I think I should get as many points as him/her because we had about the same answer.
2. Can you see if I can get a few more points because I am so close to a higher grade?
3. I think I should get another point for question XX. Can you check my exam again?

First name			
Surname			
Personal ID number			
Email address			

Course			
Module			
Examination*		Date of examination:	

*Add the anonymising code for a written exam

Why are you making the request?

- Question/task _____ has not been marked.
- Correction of an obvious error, such as a written or calculation error – state error below.
- Reassessment of a grading decision – write reasoning below, referencing the grading criteria.

Explain your reasoning here:

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The request for reassessment or correction has led to the following decision:

- Request for correction is granted.
- Request for reassessment is granted. Grade change:
- Request for correction is rejected.
- Request for reassessment is rejected. The grading decision is not changed, because there is no obvious error.

See reasoning below.

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Presented by Signature
 Name in block capitals
Decision made by Signature
 Name in block capitals

Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University

26.1 Correction

If a grading decision is correct but has been erroneously presented or announced, the examiner may correct this regardless of whether it is to the student's advantage or disadvantage. Corrections of this type may take place due to typos, i.e. if a decision has been announced using inaccurate words or figures. Corrections may also be made if one person has been mistaken for another or if the same thing has happened to examination assignments. Before the examiner makes a correction that is to the student's disadvantage, the student must normally be given the opportunity to state his or her opinion (Section 26 of the Administrative Procedure Act).

Corrections to grades must be done with great caution.

26.2 Reassessment

If a grading decision is obviously erroneous, the examiner is obliged to change the decision if this can be done rapidly, easily and without the grade being lowered (Chapter 6, Section 24 of the Higher Education Ordinance). Changes of this type may occur if the examiner, after the student has been informed of the grading decision, discovers that there has been an error in the assessment. This could happen if, after the grade has been announced, the examiner discovers that a page in the student's exam paper hasn't been marked.

A student who wishes to apply to have a grade reassessed must do so on a specific form. Because a reassessment must only be done if it can be done quickly and easily, the student's request must clearly show the obvious errors they believe the decision contains. A request for reassessment should be made as soon as possible after the results are announced.

A student who has collected an original written examination may not be denied reassessment. However, it may be difficult for an examiner to determine what was originally written, which may reduce the chances of a legally certain reassessment. A student who wishes to request reassessment should therefore ask for a copy of the examination instead of collecting the original.

This information is available in "Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University" <https://www.sh.se/rights-obligations>