

Receiving date
Reference number
Completed

Request for change of grade

In case you find inaccuracies in the correction that affect your grade, you can submit a request to **change the grade**. Please note that there is a difference between *changing* and *correcting* grades and that grading decisions cannot be appealed.

Change of grades is relevant when your grade is obviously incorrect. This means that there must be an inaccuracy that can be easily identified and quickly and easily changed. It is thus not a matter of re-correction of the entire examination but of reviewing defined areas in it.

A change may be relevant if the examiner missed to correct a question or a page in the examination, if the student inadvertently wrote part of the answer in the wrong space in the examination, for example the answer to question two under question one. Another reason may be if the examiner's assessment is incorrect, for example based on the current correction template. A change must not result in a lowered grade.

If, on the other hand, your case concerns the correction of typing errors, error summaries and other miscalculations, it will instead be relevant to a **correction of grades**. These matters are taken up directly when you collect your examination. You should therefore not fill in the form in these cases.

Workflow for changing grading decisions

In order for the request to be considered, it is important that you motivate and clearly define which part of the examination that is affected. Please note, that you should request a change shortly after receiving your grade and that you should not collect/pick up your examination until the new decision has been made.

The completed form is handed in to the person who handles the examinations, and the form is attached to your examination. The request is then handled at the department and the examiner decides on the matter. Any change is implemented in Ladok (by examiner or administrator). The student is notified of the decision and can then collect the examination.

Student information	Regarding the following examination
Name	Course name and course code
Personal identity number (Swedish)	Examination
E-mail address	Date of examination
Mobile number	Given grade and points
	Should be changed to

Reason for the request

Clearly state in which question or on which page the inaccuracy is found. Also, motivate why the previous grading decision should be regarded as obviously incorrect. This information is mandatory for the request to be processed. If the information is missing, the request will not be processed.

Use the space below or add an attachment.

I request a change of grade in accordance with HF Chapter 6, Sections 23-24

Student's signature	Date
Student's name	

DECISION

The request has resulted in the following action

Existing grade remain No relevant new circumstances have emerged
 The grading decision is not incorrect

The following corrections must be made:

Grades are corrected from _____ to _____

Points are corrected from _____ to _____ (only to be filled in if applicable)

If others than the examiner have participated in the preparation of the case, these people are listed here:

Any remark from the examiner:

Examiner's signature	Date
Examiner's name	