

Reappraisal of Final Exam Request (or Equivalent)



**UNIVERSITY
OF ALBERTA**

Office of the Registrar | uab.ca/ask

Reappraisals are coordinated by the Team Lead of the programming unit in consultation with members of the staff. An application to apply for a reappraisal must be made in writing to the programming unit of the course. The student must apply within ten (10) days of the date* the grade is posted. *Refer to Student Service Centre for dates.

For more information, refer to the Online and Continuing Education Extension Grade Appeal and Reappraisal Procedures.

Instructions: Submit completed form along with the written request to the Team Lead

Documentation received - Date (MM/DD/YY):

FOR OFFICE USE ONLY

ID	Program
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Personal Information

First Name	Middle Name	Last Name	
Date of Birth MM/DD/YY	Phone Cell Work Home	Email Address	
Mailing Address	City/Town	Province/State	Postal/ Zip Code

Course Information

Class Number (optional)	Subject Code	Course Number	Section
Course Title	Instructor		
I have met with the instructor to Team Lead regarding the final examination, or equivalent, and am unable to resolve the issue(s).	Yes	No	
I have attached a letter indicating my reasons for requesting a reappraisal.	Yes	No	
I am aware that the mark given on the reappraisal of the examination will replace the original mark.	Yes	No	
I understand that the reappraisal process applies only to final exams (or equivalent).	Yes	No	
I understand that the result of this reappraisal is final and cannot be appealed.	Yes	No	

Payment Information - The Reappraisal fee will be paid by:

MONEY ORDER

CHEQUE

INVOICE

U of A Staff: INDENT

Make money orders or cheques payable to the University of Alberta.

If employer is to be invoiced, please include a Letter of Authorization (LOA) on company letterhead, or an authorized Purchase Order (PO) signed by signing authority (not student).

A Request for Reappraisal of Final Exam (or Equivalent) can be submitted by mail, electronically through the form submission page at uab.ca/ask or dropped off in person at the Student Service Centre. The Student Service Centre is open from 8:15 a.m. to 4:15 p.m. Monday to Friday, and 10 a.m. to 4:15 p.m. on Wednesday. We will contact you to coordinate payment.

Please note: Your request for reappraisal will not be finalized until payment has been received.

Student's Signature	Date (MM/DD/YYYY)
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RECEIPT #

Protection of Privacy – Personal information provided is collected in accordance with Section 4(c) of the *Alberta Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the *Act*. It will be used and/or disclosed for the purpose of processing student requests by the University of Alberta. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca.

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First Name	Last Name	Student ID
Course		

The result of the reappraisal is:

☐ No change in final grade ☐ Change of final grade: _____

The Student was notified on: _____ SSC was notified on: _____

Additional Notes:

Signature: _____ Date Completed: _____

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