

Request for a Formal Review of Course Marks/Final Examination

Smith Engineering
Student Services Office



Email form to:
engineering.reception@queensu.ca

Please print NEATLY. Please ensure that ALL sections of the form are completed.

	<p><i>Please read carefully before completing this form</i></p> <p>A student may request a formal review or re-read of any grade assigned in a course subject to the marking scheme set out by the instructor. It is the responsibility of the student to preserve all original graded material (assignments, papers, etc.) to present for the review.</p> <p>Prior to submitting a Request for a Formal Review of Course Marks, the student should request an informal review with the instructor concerned. A request for informal review of term work must be made within 10 business days of the grade being released.</p> <p>Following the informal review, a student may apply to Smith Engineering for a Formal Review of term work in a course. The request for a review of term work must be submitted by the student within 10 business days of receiving the mark (original or reconsidered) from the instructor. The reconsideration of the work in question will be undertaken by two reviewers, normally, the instructor and the Head (or appropriate delegate chosen by the Head) of the Department responsible for the course. If there is a question regarding the impartiality of the instructor, then the Head may choose to appoint another person in his/her place.</p>
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	<p>Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.</p>
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	Student Number:	Student Name:	Student Queen's Email:
	Current Year of Study:	Program:	Option:
	Course Code and Number:	Term Taken:	Year Taken:
	Current Mark:	Instructor's Name and Department:	

Please indicate the work to be reread:

Assignment/Paper
 Midterm Examination
 Final Examination
 Other (specify)

Reason for Request for a Formal Review:

Additional Documentation: Supporting documentation attached? Yes No

Student Signature:

Date:

	I am aware that my final grade may increase, decrease, or stay the same from the results of a Formal Review Request. Yes
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Faculty and Department Office Use Only	Date Received:	Department:	Instructor Name:
	<i>Procedures for the Formal Review:</i>		
	In alignment with Regulation 13 , the Formal Review will involve a rereading of the work in question and a review of the student's class record. The decision arising from the Formal Review must be conveyed to the student within 10 business days of the reviewing committee receiving all material relevant to this request.		
	Please provide any relevant details of the Formal Review:		
	Date of Decision:	Original Mark Received:	New Mark Received:
	Name of Instructor (or delegate):	Signature of Instructor or delegate:	
Name of Department Head (or delegate)	Signature of Department Head (or delegate):		

DEADLINE: Applications are due within 10 business days of the release of the results. Please note:

- A student is allowed one examination reread per final exam.
- The mark submitted to the Faculty Office as the result of an examination reread is the final mark received for the course

Further information regarding the formal rereading of examination papers can be found in the Smith Engineering calendar under **Regulation 13** <https://www.queensu.ca/academic-calendar/engineering-applied-sciences/faculty-policies-regulations/>