Application for Arithmetic Marks Check

This form is to be filled in by students who are requesting a check that the marks submitted to the Registry be reviewed to ensure there has been no administrative error. A re-mark is not possible and this form does not cover disagreement with awarded marks. **You are advised that, in the event of any form of administrative error being discovered it must be corrected, whether it results in the mark in question being adjusted upwards or downwards**. Return this form to the person/place designated by your department

# Personal details

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| CID: | *e.g.* 0000000 | Year of study: |  |
| Name: | *e.g.* Josephine Bloggs |
| Programme of study | *e.g.* MEng Aeronautical Engineering |
| Department: | *e.g.* Life Sciences |

# Grounds for Request

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| --- |
| Please give details of why you believe an administrative error has been made in the calculation of your marks |

# Modules/Elements that you wish to have checked

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| --- | --- | --- | --- |
| **Module code/** **name** | **Mark Received** | **Comments** | **Year of Study** |
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| Student's signature: *e.g.* J. B. | Date: Select date |

Type your initials if submitting this form electronically.