

## Application reconsideration of grading decisions

Filled in form is sent to the examiner of the course via e-mail. The examiners contact information can be found in the course PM. Please read the appendix to the application for more information on reasons for requesting a reconsideration of grading decisions.

You do have the right to request that a grade is reviewed by your examiner. Objections to reported grades need to include a reason for the objection and be submitted in writing to the examiner. It's only the examiner who can change a grade. **Please note that incomplete form will not be processed, it will be returned to the applicant without action.**

### Personal information

Name	Personal security number
Phone number	E-mail that te decision will be sent to

### Information about course and examination

Course name	Course code	Higher education credits
Program		
Institution		
Examiner		
Name of the examination	Maximum score for the examination	Score obtained on the examination
Date of examination	Date of application	

### Indicate the reasons for the request for reconsideration (see appendix):

Correction of errors (according to the Higher Education Ordinance 6 chapter, §23)

Reconsideration of examination decisions (according to the Higher Education Ordinance, 6 chapter, §24)

**The following examples are NOT valid reasons for reconsideration:**

1. That you are close to the limit for higher grade (Limited case assessment has already been made before results are posted).
2. That the examination has been compared with other students' examination.
3. That one wishes the examination to be corrected again.
4. Requesting reconsideration without motivating.
5. That one relates to external factors such as CSN.

**Motivation.** State and strengthen your reasons with reference to relevant course literature, lecture material, compendium or similar and state page/pages. Attach a copy of the exam or equivalent, where your original answer and what you consider to be the correct answer, is clearly stated.

**The application is sent by e-mail to:**

Examiner according to course-PM.

Documents submitted to University West are to be considered public and may be disclosed upon request. After a decision has been made, the documents are archived.

## **Appendix to the Application for reconsideration of grading decisions**

### **Non-official translation from Swedish into English of förvaltningslagen (2017:900, including amendment SFS 2019:981)**

Section 36. A decision that contains an obvious inaccuracy on account of a clerical error, arithmetical error or a similar oversight by the authority or someone else may be corrected by the authority that issued the decision.

### **The Higher Education Ordinance (1993:100), Chapter 6**

#### **Amending grades**

Section 23. A decision pursuant to Section 36 of the Administrative Procedure Act (2017:900) on the rectification of a typographical error or similar concerning a grade shall be made by an examiner. Ordinance (2018:957).

#### **Reviewing grades**

Section 24. If an examiner finds that a decision on a grade is obviously incorrect owing to new circumstances or for some other reason, he or she shall change the decision if this can be done quickly and easily and if it does not mean lowering the grade. Ordinance (2006:1053).

### **Rules and guidelines for programmes at the first- and second-cycle levels (University West)**

#### **Deciding on a grade**

An examiners' decision on a grade cannot be appealed (The Higher Education Ordinance (1993:100)). However, a student does have the right to request that the decision be reconsidered. This request must be in writing and submitted to the examiner together with the reason for the request. If the examiner finds that the decision was obviously incorrect, it will be changed, but only if the change can occur quickly and easily, without lowering the grade. It is prohibited to set time limits on when a student can request that a grade be re-considered.