



RECEIVED

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Request for reassessment of academic vocational training

To be filled in by the student * = mandatory information

The form should be sent to: Höskolan i Borås,
Student Reception, 501 90 Borås **or**
handed in to: Student Reception, B3

Personal identity number (YYMMDD-XXXX) *		
Last name *		
First name *	Telephone/Mobile number	
Address		
Postal code	City	
Email (student account SXXXXXX) *	Email (alt.)	
@student.hb.se		

Information about VFU *

Programme		Year/class
Course code	Course	
Course manager, lecturer/examiner		VFU time period
Location: workplace, unit		
You should carefully justify the reasons for reassessment in relation to grading criteria and course objectives:		

If necessary, please continue on a new sheet of paper!

Place, date and student's signature *

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Rules

“Marking decisions cannot be appealed against, but an examiner may reassess his/her decision and under certain circumstances decide to give another mark. A request for reassessment of a marking decision shall be made in writing by the student involved, and shall include a detailed account of the reasons for the request. The examiner shall reassess the marking decision as soon as possible, however at most two weeks after the student’s request was received. The examiner’s decision shall be justified in writing.” [From ”Riktlinjer för rättssäker examination” (“Guidelines for legally safe examination”), journal No 673-08-101, University of Borås, 2009]

Case procedure

- The form “Request for reassessment of academic vocational training” shall be filled in by the student.
- The form shall be submitted to the Student Reception together with any supporting documents relating to the VFU placement in question.
- The examiner receives the request for reassessment and any other supporting documents in the case.
- The examiner processes the request and submits his/her decision about reassessment and all documents to the administrator involved.

DECISION Filled in by the university

A reassessment has been made, resulting in the following decision:

Change: Grade Registered in Ladok (date, signature)

No change:

Examiner’s summary justification of the decision:

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Date, examiner’s signature

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Clarification of signature and position

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Decision notified to student (date, signature):