

REASSESSMENT AND SUPPLEMENTAL EXAMINATION REQUEST FORM

PLEASE READ INSTRUCTIONS AND REGULATIONS ON SECOND PAGE BEFORE SUBMITTING THIS FORM

PLEASE CHECK ONE ONLY:

REASSESSMENT OF "FINAL" EXAM - \$20 FEE

SUPPLEMENTAL EXAM - NO FEE

PART A TO BE COMPLETED BY THE STUDENT

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)	ADDRESS:	CITY/PROVINCE:	POSTAL CODE:
HOME PH.:	CELL:	WORK PH.:	EXT.
PROGRAM:			

I WISH TO APPLY FOR THE EXAMINATION AS SPECIFIED ABOVE. I HAVE READ THE REGULATIONS AND INSTRUCTIONS ON THE REVERSE OF THIS FORM:

COURSE NO. _____ SECTION _____ COURSE NAME _____ TERM _____

DATE _____ STUDENT'S SIGNATURE _____

PART B TO BE COMPLETED BY THE CHAIR (OR DESIGNATE)

PLEASE CHECK 1, 2, OR 3 ONLY

1. REASSESSMENT OF "FINAL" EXAM. FOLLOWING IS A RESULT OF THE REASSESSMENT OF THE ABOVE COURSE:
NO CHANGE CHANGE GRADE TO _____ **AND REFUND FEE**
2. SUPPLEMENTAL EXAM APPROVED FOR THE ABOVE COURSE.
DATE: _____ TIME: _____ PLACE: _____
EXAMINER: _____ EXAM RESULTS: _____
3. SUPPLEMENTAL EXAM NOT AVAILABLE.

PART C OFFICE OF THE UNIVERSITY REGISTRAR

EXAMINATION RESULTS UPDATED

DATE: _____ INITIALS: _____

METHOD OF PAYMENT

DEBIT CARD (IN PERSON ONLY) CHEQUE MONEY ORDER

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca

EXAMINATION REQUEST

REGULATIONS:

1. REASSESSMENT OF “FINAL” EXAM

- 1.1 The Student may request the reassessment of a final examination by filling out an Examination Request Form and submitting the requisite fee to the Office of the University Registrar. The application for reassessment shall be made within 15 calendar days from the official grade posting date for that term (MacEwan.ca).
- 1.2 The results of the reassessment shall be communicated to the Student & the Office of the University Registrar as soon as possible by the Chair.
- 1.3 All programs should provide students the opportunity to review their examination paper.

2. SUPPLEMENTAL EXAM

- 2.1 The Student whose academic performance as determined by the instructor, significantly declines in a course due to poor performance on a final examination worth more than 40% of a course as specified on the course outline, shall be granted access to a supplemental examination.
- 2.2 Within 5 working days of the posting of grades, a Student wishing to write a supplemental examination shall contact the program to ascertain their eligibility for supplementary examination.
- 2.3 The Student must apply to the Office of the University Registrar by the published deadline.
- 2.4 The Student then takes the form from the Office of the University Registrar to the Chair who will arrange for the availability, writing and marking of the supplemental examination and the Office of the University Registrar shall be informed.
- 2.5 The results of the supplemental examination will be recorded in section B-2 by the instructor and the examination form will be forwarded to the Office of the University Registrar.
- 2.6 The Student's record shall clearly indicate “supplemental examination” and the grade earned after the writing of the supplemental examination.

INSTRUCTIONS: FOR COMPLETION OF THE EXAMINATION REQUEST FORM FOR REASSESSMENTS AND SUPPLEMENTAL EXAMS

1. The student completes “A” in full.
2. Check the box () at the top of the form indicating the type of exam that you are applying for.
3. Take the examination request form to the Office of the University Registrar for payment for reassessments only.
4. The student takes the form to the Chair or designate to complete the appropriate portion of section B.
5. The results of the examination will be recorded in appropriate portion of Section B by the Program Chair or designate and the examination request form will be forwarded to the Office of the University Registrar.
6. The Office of the University Registrar will issue the results to the student.