



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 Request for correction or reconsideration of grade decision

General about processing and decisions

University West is, as a state university, an administrative authority. Thus, University West has an obligation to apply the The Administrative Procedure Act (2017:900) and the law's basic rules for how administrative authorities must handle their cases and handle contacts with the public. This applies on the condition that there is no other law or regulation that contains any provision that deviates from the The Administrative Procedure Act, then the (deviating) provision, Section 4 of the The Administrative Procedure Act (2017:900) is applied.

As general requirements for the university's handling, a case must be handled as simply, quickly and cost-effectively as possible without neglecting legal certainty, and the starting point is that the handling must be in writing, see section 9 of the The Administrative Procedure Act (2017:900).

Section 19 of the The Administrative Procedure Act (2017:900) states that an individual can initiate a case with an authority through an application or other petition. The petition must state what the case is about and what the individual wants the authority to do, as well as, if it is not clearly unnecessary, what circumstances form the basis of the individual's request.

If a petition is incomplete or unclear, an authority must first of all help the individual to correct it within the framework of their general service obligation according to Section 6, second paragraph. An authority may decide to order the individual to remedy a deficiency that remains, if the deficiency means that the petition cannot be used as a basis for a substantive review. In the injunction, it must be stated that the consequence of not complying with it may be that the petition is not taken up for examination. This is apparent from section 20 of the The Administrative Procedure Act (2017:900).

Section 23 of the The Administrative Procedure Act (2017:900) follows that an authority must ensure that a case is investigated to the extent that its nature requires. An individual party that initiates a case must participate by submitting as long as possible the investigation that the party wishes to rely on in support of its petition.

About grading decisions and requests for correction or reconsideration of grading decisions

Grading decisions may not be appealed, which follows from ch. 12. Section 4 of the Higher Education Ordinance (1993:100) compared with Section 2 of the same chapter.

A student can, however, request correction of his grade decision or to have his grade decision reconsidered.

Correction of grading decisions

A grade decision that contains an obvious inaccuracy as a result of writing errors, calculation errors or any other similar oversight may be corrected by the examiner. It follows from Section 36 of the The Administrative Procedure Act (2017:900) and Chapter 6. Section 23 of the Higher Education Ordinance (1993:100).

Review and change of grading decisions

If an examiner finds that a decision on a grade is clearly incorrect due to new circumstances or for some other reason, the examiner must change the decision, if it can be done quickly and easily and if it does not mean that the grade is lowered. It follows from ch. 6. Section 24 of the Higher Education Ordinance (1993:100). In other respects, the said provision in the Higher Education Ordinance essentially entails the same prerequisites for re-examination as follows from Section 38 of the The Administrative Procedure Act (2017:900), i.e. that the examiner is obliged to change the grading decision if it is clearly incorrect due to new circumstances or for any other reason. It must also be able to be done quickly and easily.

Procedures for requests for correction or reconsideration

Students who wish to request a correction or reconsideration of a grade decision do so in writing and as soon as possible. There is, in and of itself, no time limit for requesting a correction or reconsideration of a grade decision. However, it may be more difficult to try in any case a request for reconsideration of a grade decision the longer time has passed since the decision was made.

In the request for correction or re-examination, when the request concerns correction, the student must clearly indicate which typographical error and similar in regard to a grade is intended, and when the request concerns re-examination of decisions about grades, the student must state new circumstances or some other reason why the grade decision is clearly incorrect.

To the request for correction or re-examination, the student attaches their scanned exam with exam answers and sends this to the course examiner. Who is the examiner can be seen in the course PM. Decisions are made by the examiner and the student must be notified of the decision in writing.

In conclusion, attention should be drawn to the fact that both examiner and student can initiate correction or re-examination.