

Instructions

This application is to be completed only after informal consultation with the instructor(s) responsible for evaluation has taken place and the student remains unsatisfied with the results. The completed report of re-assessment should be returned to the department head, dean or executive director who will complete it.

This application must be submitted along with the required \$20 fee to the department, non-departmentalized college or school offering the class which is the subject of the request, as soon as possible, but no later than 30 days after the results of the assessment under review have been provided to the student. If the grade in the class or class component is increased at least 5 percentage points, or from a Fail to a Pass, as a result of the re-reading, the \$20 fee will be refunded.

Students should be aware that a grade may be reduced as the result of a re-assessment.

Application for Re-Assessment

Last Name		First and Middle Name(s)		NSID	U of S Student Number	
Address			City/Town		Province	Postal Code
Telephone (Home)		Cell Number		Email		

Formal re-assessment requested in:	Class	Number	Section	Instructor(s)

Formal re-assessment requested for:	Final Examination	Date Written	Midterm examination	Date Written
	Essay	Due Date	Term Work	Due Date
	Laboratory	Due Date	Other (specify)	

Date of informal consultation with the instructor(s)	OR	I was not able to consult with the instructor(s) (provide reason)
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The student must specify precisely the nature of the complaint, failing which this form may be returned for more information. Please attach separate sheets if additional space is required.

Student Signature	Date
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Report of Re-assessment (The re-assessor should not be aware of the original mark)

Please attach comments on separate sheets.

Re-assessor's Mark	Signature of Re-assessor	Date
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To be completed by department head, dean or executive director once the report from the re-assessor is received **and after consultation with the original instructor(s), where possible. Any grade changes resulting from a re-assessment should be made by the original instructor(s) electronically through PAWS.**

The signed form is to be retained by the department, college or school for one year.

Original Mark	Change to	No Change	Final Grade	Change to	No Change
Signature of dean, department head or executive director					

Questions may be directed to:

University Secretary ■ University of Saskatchewan ■ 212 Peter MacKinnon Building ■ 107 Administration Place ■ Saskatoon, SK S7N 5A2 Canada
Email: university.secretary@usask.ca ■ Tel: (306) 966-4632 ■ Fax: (306) 966-4530