

REQUEST FOR REAPPRAISAL OF A FINAL EXAMINATION



Faculty of Kinesiology, Sport, and Recreation
Student Services
3-134 University Hall, Van Vliet Complex
Edmonton, Alberta, Canada T6G 2H9
Tel: 780-492-5604 Fax: 780-492-6548

TO BE COMPLETED BY THE STUDENT PRIOR TO THE INITIATION OF THE FORMAL REAPPRAISAL PROCEDURE

Note: Students must consult with the course instructor prior to submitting this request. The request must be received by the Associate Dean (Undergraduate Programs) by the deadlines stipulated in the UAlberta Calendar “University Regulations and Information for Students, Examinations, Notification of Results, Reappraisals”.

Name: _____ Student ID#: _____ UAlberta Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Phone (alternate): _____

Course: _____ Term: _____

		YES	NO
1.	I am aware that the mark given on the reappraisal of the examination will replace the original mark.		
2.	I understand that the reappraisal fee will be refunded to me should my appeal be successful. If my appeal is not successful, the reappraisal fee will not be refunded to me.		
3.	I understand that the reappraisal fee must be paid through Financial Services within fourteen days of my application.		
4.	I understand that the reappraisal process applies only to final exams (i.e. not applicable to papers).		
5.	I understand that I cannot appeal the result of a reappraisal (i.e. the result is final).		

Dated: _____

Signature: _____

Student

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To be completed by the Associate Dean (Undergraduate Programs)

1.	I have received a clean copy of the final examination for reappraisal (if applicable).	YES	NO
2.	I have received the original marked copy of the final examination.		
2.	The reappraisal will be completed by:	Date:	
3.	The time period for the reappraisal will be:		
4.	Result of the reappraisal is:		
5.	Student notified:	YES	Date:
6.	Faculty member notified:	YES	Date:

Dated: _____

Signature: _____
 Associate Dean (Undergraduate Programs)

Printed Name: _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of program administration by the Faculty of Kinesiology, Sport, and Recreation. Direct any questions about this collection to: UAlberta, Faculty of Kinesiology, Sport, and Recreation, FOIP Advisor, 3-107 University Hall, Van Vliet Complex, Edmonton, AB 780-492-0720