

Recheck of a Daniels Faculty Course Mark

If a student believes that there has been an addition error in calculating the course mark in a Daniels Faculty course, the student may request a recheck of the course mark. A recheck can be requested with or without having viewed the final examination. The student must fill out the Request for Recheck of Daniels Faculty Course Mark form on the following page and submit it to the Office of the Registrar and Student Services within six months of the final examination (deadlines below). Whenever possible the student should indicate precisely where s/he believes that the calculation error has occurred. The Daniels Faculty will check that the examination marks have been added correctly and will check that all term work marks have been correctly calculated. The final examination will **not** be reread. There is no fee for requesting a recheck of a course mark.

Note that a recheck of a course mark may result in a raised mark, a lowered mark, or no change in the mark.

The form on the following page is to be used to request a recheck of a Daniels Faculty course mark only. For information on how to request a recheck of a Faculty of Arts & Science course mark, see <http://www.artsci.utoronto.ca/current/exams/rr>

Deadlines for requesting a recheck of a Daniels Faculty course mark

December examinations – the following June 30
 February examinations – the following August 31
 April examinations – the following October 31
 June examinations – the following January 15
 August examinations – the following February 28/29

Please print clearly

<hr/>		
Last Name	First Name	Initial
<hr/>		
Student Number	@mail.utoronto.ca	
<hr/>		
E-mail address		
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Mobile phone number	Alternate phone number	
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Carefully review the checklist below before signing and dating the form.

- I confirm that this is the first time I am requesting a recheck of this course mark
- I have read and understood the recheck of a course mark instructions
- I confirm that the information provided in support of my request is accurate
- I am aware that this recheck may result in a raised mark, a lowered mark, or no change in the mark

Student Signature

Date

Office Use Only

Received by:

Date:

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Check as appropriate:

- No change in final mark
- Change in final mark from _____ % to _____ %
- Final mark submitted as mark amendment on eMarks

Signature of Undergraduate Director

Date