

Reread of a Daniels Faculty Final Examination

If a student believes that a Daniels Faculty final examination has been incorrectly marked, or that a portion of the examination has not been marked, the student may request a reread of the final examination. The student must first request a viewing of the examination. Once the student has viewed the final examination at the scheduled appointment time, the student must then fill out the Request for Reread of Daniels Faculty Final Examination form and submit it to the Office of the Registrar and Student Services within six months of the final examination (deadlines below). The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by relevant evidence including course handouts, textbooks, and lectures notes. The student must not merely indicate a desire for an increased grade without providing significant supporting documentation. The Daniels Faculty will reread the examination in the context of the student statement and supporting documentation.

There is a \$36 fee for an examination reread. This fee must be submitted as cash or as a certified cheque or money order, payable to the University of Toronto. If the examination grade is changed as a result of this review, the examination reread fee will be refunded.

Note that a reread of a final examination may result in a raised grade on the examination, a lowered grade on the examination, or no change in the examination grade.

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

Deadlines for requesting a reread of a Daniels Faculty final examination

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



Request for Reread of a Daniels Faculty Final Examination

Please print clearly

_____	_____	_____
Last Name	First Name	Initial
_____	_____	_____
_____	_____	@mail.utoronto.ca
Student Number	Email Address	
_____	_____	
Mobile phone number	Alternative phone number	

Use a separate form for each course for which you are requesting recheck of the mark.

_____	_____	_____
Course Code	Instructor's Name and	Academic Session
<i>e.g. ARC131H1F</i>	Lecture Session	<i>e.g. Fall 2016</i>

Statement in support of request (attach a separate sheet if needed):

Carefully review the checklist below before signing and dating the form

- I confirm that I have viewed the final examination before submitting this request for a reread
- I confirm that this is the first time that I am requesting a reread of this final examination
- I have read and understood the reread of a final examination instructions
- I confirm that the information provided in support of my request is accurate
- I am aware that this reread may request in a raised, a lowered, or an unchanged grade.

Student Signature _____

Date _____

Office Use Only

Received by: _____

Fee Paid: _____

Date: _____

Date: _____

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Check as appropriate:

- No change in final examination grade
- Change in final examination grade from ____% to ____%
- Change in final course mark from ____% to ____%
- Final mark submitted as mark amendment on eMarks

Signature of Undergraduate Director _____

Date _____

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Eligible for refund: _____

Yes No

Refund amount: _____

Issued by: _____

Signature _____

Date _____



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UNIVERSITY OF TORONTO
JOHN H. DANIELS FACULTY OF
ARCHITECTURE, LANDSCAPE, AND DESIGN

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