

EXAMINATION REMARK REQUEST FORM

Instructions

- Please fill in all the details required.
- A student will only be allowed to have their Examination remarked within the semester in which the results are released and upon the full payment of the Examination remark fee. * **Please check with Finance for the applicable fee.**

STUDENT DETAILS

Name of Student: Admission No:

Year of Study: Semester:

School/Department:

Programme: Specialization:

Reason(s) for Examination(s) remark

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Details of Examination(s) to be remarked

	Unit Code	Unit Title	Semester course was taken	Lecturer's Name	FOR OFFICIAL USE ONLY Lecturer assigned	FOR OFFICIAL USE ONLY Grade after remark
1						
2						
3						
4						

Student's Signature:

Date:

FOR OFFICIAL USE ONLY

FINANCE DEPARTMENT

The above student has paid in full the required fees for the respective Examination to be remarked

Name: Sign: Date:
Finance Officer

SCHOOL/DEPARTMENT

I confirm that the remark has been finalized and a new grade(s) obtained as above.

Name: Sign: Date:
HOD/Dean

Effected by: Sign: Date:
Examination Officer