



Date of arrival:

Diary number:

## Request for review or correction of grade decision

A request for review of a grade decision must be **thoroughly motivated** in accordance with the grading criteria or expected results

**NOTA BENE!** It is the grade in the current grade scale which will be reviewed or corrected. There will be no new evaluation of your examination done. The examiner will always take extra precaution when deciding upon border line cases before the results are final.

The following examples of motivations are usually **NOT** sufficient for a review or change of grade.

1. I think that I should be given the same amount of points as that person because our answers are very similar.
2. Could you check if I could get a few more points since I am close to a higher grade?
3. I think I should have one more point on question X. Could you check my test again?

Name and  
surname

Social security number

E-mail adress

Mobile phone number

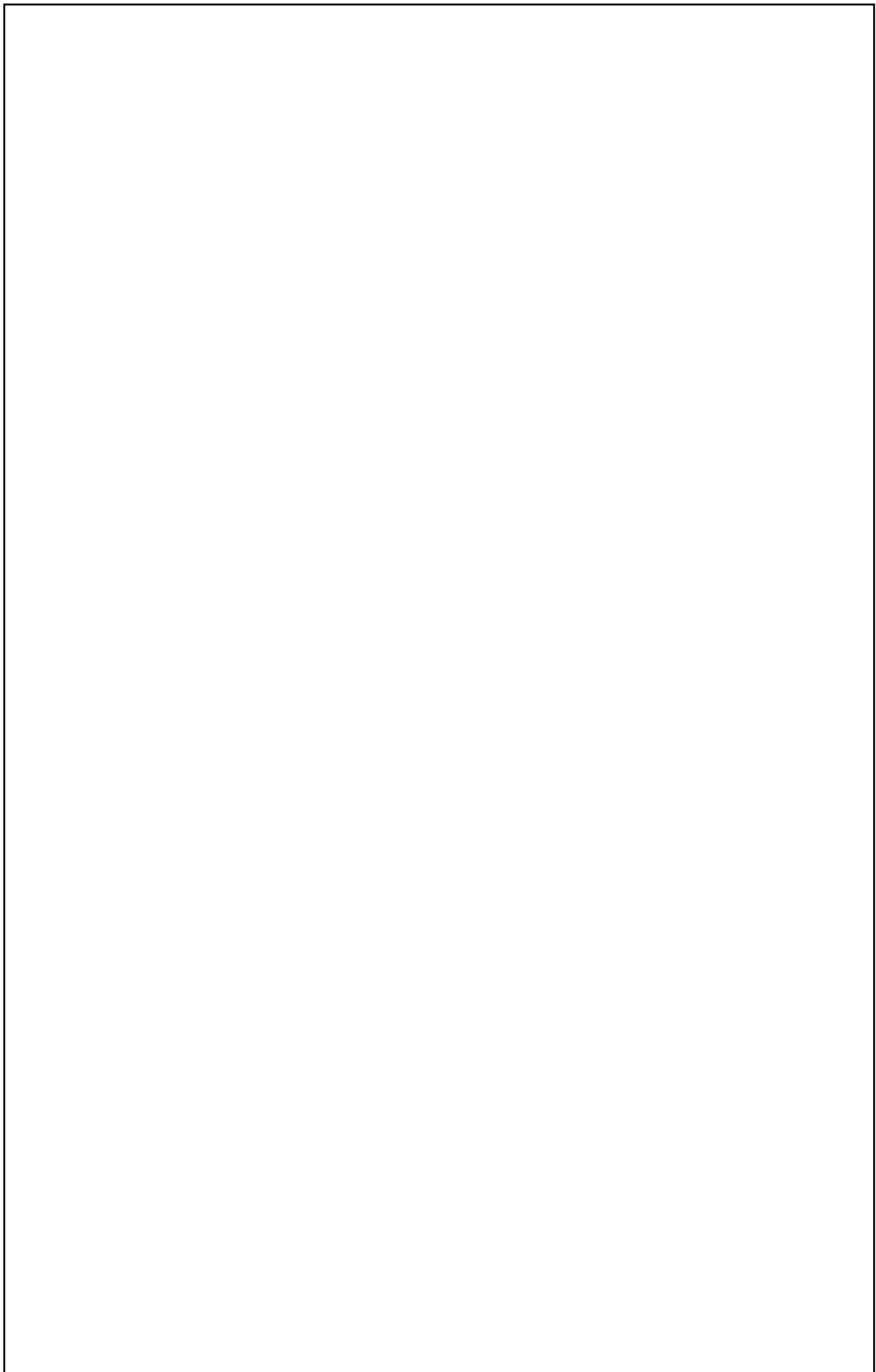
Name of the  
Course

Date of examination

What is your request about?

- Question/task  has not been evaluated (at all).
- Correction of an obvious mistake (note the mistake below).
- Review of a grading decision – motivated below in accordance with the grading criteria or expected results.

Please write your motivation or noted mistake here. Continue on the next page if the space is insufficient.



**The administrative procedure act (2017:900)**

*Correction of manifest errors*

*When an administrative authority may change a decision*

36 § An administrative authority may change a decision which has been taken by it as a first instance authority if it finds that the decision is wrong due to new circumstances or of another reason.

A decision which character is favourable for the solitary person may only be changed to an unfavourable one if

- 1. It by the acts of which the decision was made states that a favourable decision may be overturned,
- 2. Forcing security reasons demands that the decision is overturned immediately, or
- 3. The error is due to fact that the solitary person has given untruthful or deceitful information to the administrative authority.

*When an administrative authority shall change a decision*

37 § An administrative authority shall change a decision which has been taken as a first instance authority if

- 1. It deems the prior decision obviously wrong in any essential regard because of new circumstances or because of another reason, and
- 2. The decision can be changed quickly, easily, and not to an unfavourable decision for the solitary person.

**Högskoleförordning (1993:100), 6 kap**

**Rättelse av betyg**

23 § A decision pursuant to Section 36 of the Administrative Procedure Act (2017:900) on rectification of a typographical error, miscalculation or similar oversight concerning a grade shall be made by an examiner. Ordinance (2006:1053).

**Review of grade**

24 § If an examiner finds that a decision on a grade is obviously incorrect owing to new circumstances or for some other reason, he or she shall change the decision if this can be done quickly and easily and if it does not mean lowering the grade. Ordinance (2006:1053).

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**Request for review prompts the following decision**

- The decision on this grade will not be changed since it is not obviously incorrect.
- The decision on this grade is changed to the following: .....
- .....
- .....
- .....

.....  
Date and location

.....  
Examiners signature

.....  
Clarification of signature

In the final administration of this case the following persons have been involved:

.....  
.....