

Request concerning reconsideration of a decision on a grade

Department of Business Studies, Uppsala University

Grade decisions can be reconsidered if it is “obviously incorrect owing to new circumstances or for some other reason” (HF kap 6 §24). The request can be handed in to Ekonomikum’s reception. Please note that reconsideration of the decision on the grade does not mean that a new marking of the already marked answers will be done (see the information on the back side of this form).

Examination and date: _____

Anonymity number: _____

Name: _____

Personal identity number: _____

E-mail: _____

Please specify the new circumstances, or other reasons, which provide arguments to why the decision on the grade should be changed. Also provide the date that the form is handed in.

Decision

<input type="checkbox"/>
<input type="checkbox"/>

The grade decision will be changed

The grade decision will not be changed

Comments regarding the decision:

Date and examiner’s signature:

Request concerning reconsideration of a decision on a grade

Department of Business Studies, Uppsala University

A decision on a grade can be reconsidered, but not appealed against. This is regulated in the Higher Education Ordinance, in chapter 6.

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.

(2006:1053).

Uppsala University has defined that this in practice means that:

- Since a grade cannot be appealed against, no new instance should mark an examination or other bases for the grade, for example assignments.
- Reconsideration of a decision on a grade will be made by the examiner if the student so requests.
- Reconsideration of a decision on a grade implies that obvious mistakes in the marking will be examined, such as if the teacher has calculated incorrectly or forgot to mark a question.

Thus: reconsideration can be done owing to “**new circumstances**” or if the grade is “**obviously incorrect**” and if the change can be done “**quickly and easily**”. It is therefore not a question of remarking or regrading already marked answers, but the rectification of an obvious error.

Administration of the request at the Department of Business Studies:

- The student should fill in the form with a request regarding reconsideration of a decision on a grade. **Thereafter the filled form should be handed in to Ekonomikum’s reception.** The form and the original examination paper form the basis of the reconsideration, and they are handed on from the reception to the Student Office at the department the following day, and from there they will be distributed to examiner. The original examination paper needs to be available, i.e. at Ekonomikum’s reception, to be able to reconsider the decision on a grade.¹
- Reconsideration is handled and decided by the examiner.
- A request concerning reconsideration of a decision on a grade should be provided in writing.
- Reconsideration means that an examiner will quickly examine the answers to see if the decision on a grade is obviously incorrect owing to new circumstances or for some other reason.
- Only the answers handed in at the written examination will be examined, not other argumentation provided at a later date, explaining what the student meant with her or his answer.
- If the reconsideration comes to the conclusion that the decision on the grade was incorrect, the grade can be raised. The grade cannot be lowered.
- The examiner’s decision after the reconsideration cannot be appealed.
- The procedure after the reconsideration: The examiner informs the student what decision has been made and forwards the form and the original examination paper on to the course administration. The student can thereafter retrieve a copy of the decision at Ekonomikum’s reception.

Arne S, 2017-03-10

¹ ”If the student is informed of the result by picking up the original examination paper, the student must be informed that this circumstance may make it more difficult to have the grade changed after the fact. The student must then be given an opportunity to pick up a copy of the examination paper.” Källa: http://www.uu.se/en/students/your_rights/student_working_conditions/ (5.14)