

REQUEST FOR AND REPORT OF REASSESSMENT FORM

This application is to be completed only after informal consultation with the instructor(s) responsible for evaluation has taken place and the student remains unsatisfied with the results. The completed report of reassessment should be returned to the department head, dean or executive director who will complete it.

This application must be submitted along with the required \$20 fee to the department, non-departmentalized college or school offering the class which is the subject of the request, as soon as possible, but no later than 30 days after the results of the assessment under review have been provided to the student. If the grade in the class or class component is increased at least 5 percentage points, or from a Fail to a Pass, as a result of the reassessment, the \$20 fee will be refunded. Students should be aware that a grade may be reduced as the result of a reassessment.

Applicant Information

Last Name	First Name	NSID	USask Student Number
Address		City/Town	Province
Postal Code			
Cell Number	Email		

Formal reassessment requested in:

Class	Number	Section	Instructor
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Formal reassessment requested for:

<input type="checkbox"/> Final Exam	Date Written:
<input type="checkbox"/> Essay	Due Date:
<input type="checkbox"/> Laboratory	Due Date:
<input type="checkbox"/> Midterm Exam	Date Written:
<input type="checkbox"/> Term Work	Due Date:
<input type="checkbox"/> Other (specify)	

Date of informal consultation with the instructor(s)	or	I was not able to consult with the instructor(s) (provide reason)
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The student must specify precisely the nature of the complaint, failing which this form may be returned for more information. Attach separate sheets if additional space is required.

Student Signature	Date
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Report of Reassessment (The reassessor should not be aware of the original mark)

Please attach comments on separate sheets.

Reassessor's Mark	Signature of Reassessor	Date
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To be completed by department head, dean or executive director once the report from the reassessor is received **and after consultation with the original instructor(s), where possible. Any grade changes resulting from a reassessment should be made by the original instructor(s) electronically through PAWS. The signed form is to be retained by the department, college or school for one year.**

Original Mark	Change To:	No Change	Final Grade	Change To:	No Change
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Signature of dean, department head or executive director
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