

**UNIVERSITY OF TORONTO  
Office of the Faculty Registrar  
Faculty of Arts and Science**

**REQUESTING A RECHECK OR REREAD**

If a student believes an error has been made in the calculation of marks or in the marking of a Faculty final examination, there are two procedures which can be followed to request a review of marks.

**A. Recheck of Course Mark**

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a "recheck." This can be done with or without requesting a photocopy or viewing of the final examination. The student must fill out a "Request for Recheck of Course Mark" form and submit it to the Office of the Faculty Registrar within six months of the final examination (see list of deadlines below). *Whenever possible, the student should indicate precisely where he/she thinks the error has occurred.* The Department concerned will check that the examination marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no fee for this procedure. If the mark is changed as a result of this review, the \$15.00 exam photocopy fee (if paid) will be refunded.

**B. Reread of Faculty Final Examination**

If a student believes that a final examination has been incorrectly marked in its substance, or that a portion of an examination has not been marked, he/she may request a "reread." The student must first purchase a photocopy or request a supervised viewing of the exam. The student must then fill out a "Request for Reread of Final Examination" form and submit it to the Office of the Faculty Registrar within six months of the final examination (see list of deadlines below). *The student must demonstrate that his/her answers are substantially correct* by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The student must do more than simply assert that "I disagree with the marking," or that "I believe I deserve more marks." The Department concerned will reread the examination in light of the arguments presented. There is a \$36.00 fee for this procedure, which is in addition to the fee of \$15.00 charged for a photocopy of the final examination. If the mark is changed as a result of this review, both the photocopy fee (if paid) and the reread fee will be refunded. It should be noted that when a course is failed, the examination must be reread before the mark is reported.

*Forms are available on the web at [www.artsci.utoronto.ca/current/exams](http://www.artsci.utoronto.ca/current/exams), or at the Office of the Faculty Registrar.*

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**Deadlines for requesting a recheck or a reread:**

- |                       |                                |
|-----------------------|--------------------------------|
| February examinations | - the following August 31      |
| April examinations    | - the following October 31     |
| June examinations     | - the following January 15     |
| August examinations   | - the following February 28/29 |
| December examinations | - the following June 30        |

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**UNIVERSITY OF TORONTO  
 FACULTY OF ARTS AND SCIENCE  
 100 St. George Street, Room 1006  
 Toronto, Ontario M5S 3G3**

office use only:  
 Request # \_\_\_\_\_  
 Copy \$ \_\_\_\_\_ +  
 RR \$ \_\_\_\_\_ =  
 Refund \$ \_\_\_\_\_

**REQUEST FOR RECHECK OF COURSE MARK (no fee)**

Rec'd. by \_\_\_\_\_

**REQUEST FOR REREAD OF FINAL EXAMINATION (\$36.00)**

Rec'd. by \_\_\_\_\_

**Paid by: Debit.** In-person only.  
**Credit Card.** If emailing or mailing request, fill in **CARD #:** \_\_\_\_\_ **Expiry** \_\_\_\_\_ / \_\_\_\_\_

If there was a Faculty final exam in this course, did you obtain a photocopy of your exam? --- **YES** **NO**  
 - or - did you see your exam in a supervised viewing? - **YES** **NO**  
 - or - after your final exam was graded, did your instructor send your exam to you via a URL? **YES** **NO**



**Course Number** | | | | | | | | | | **Session** (e.g. 20179) \_\_\_\_\_ **Instructor** \_\_\_\_\_

**Name** \_\_\_\_\_ | **Student Number** \_\_\_\_\_

**Address** \_\_\_\_\_ **Apt.#** \_\_\_\_\_ | **College** \_\_\_\_\_

**City** \_\_\_\_\_ **Province** \_\_\_\_\_ | **Date of Request** \_\_\_\_\_

**Postal Code** \_\_\_\_\_ | **Telephone** (\_\_\_\_\_) \_\_\_\_\_



**Statement in support of request (see instructions overleaf). You may attach a separate sheet if necessary.**

**Decision of Department** (Complete before returning to OFR; Dept. signature required in all cases):

No Change to final mark - or -  Change final mark to: \_\_\_\_\_ % → New final mark submitted on e-marks

Signature of Chair \_\_\_\_\_ Date Signed by Chair \_\_\_\_\_