



<input type="checkbox"/> <b>Recheck of Course Mark (no fee)</b>  <input type="checkbox"/> <b>Reread of Final Examination (\$36.00)</b> (payment information on page 2)	This form should be completed if you think there was a mistake in the calculation of your final course grade or if you would like to have your final examination remarked for a <b>St. George Arts &amp; Science</b> course completed in the last six months.  Questions about this form? Read page 2, or contact the Office of the Faculty Registrar at 416-978-3384 or ask.artsci@utoronto.ca
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**Personal Information**

SURNAME (LAST NAME)		GIVEN NAME(S)	
U of T EMAIL ADDRESS  @MAIL.UTORONTO.CA		U of T STUDENT NUMBER	
APT / UNIT NUMBER	STREET NUMBER	STREET NAME	
CITY	PROVINCE / TERRITORY / STATE	POSTAL / ZIP CODE	COUNTRY

**Examination Information**

COURSE CODE (E.G., ENG410Y1Y)	INSTRUCTOR NAME OR LECTURE SECTION	MONTH EXAM WRITTEN (E.G., DECEMBER 2018)
HAVE YOU REVIEWED A COPY OR ATTENDED A VIEWING OF THIS EXAM? (Check all that apply)	<input type="checkbox"/> YES, I OBTAINED A COPY <input type="checkbox"/> YES, I ATTENDED A VIEWING <input type="checkbox"/> NO (recheck only) <input type="checkbox"/> I VIEWED MY EXAM USING A URL MY INSTRUCTOR SENT TO ME (Crowdmark exam)	

**Reason for Request**

In the space below, please explain the error(s) you believe were made in the calculation of your final grade for the course, or in the marking of your exam. Be as specific as possible. You may attach a separate sheet if you need more space.

SIGNATURE	DATE OF REQUEST
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Please submit this form to [exams.artsci@utoronto.ca](mailto:exams.artsci@utoronto.ca) or the Office of the Faculty Registrar, 1006 Sidney Smith Hall, 100 St. George Street

<b>DEPARTMENT DECISION</b> <input type="checkbox"/> No change <input type="checkbox"/> Change mark to _____% <input type="checkbox"/> New final mark has been submitted on eMarks	<b>OFFICE OF THE FACULTY REGISTRAR</b>  Refund requested: \$ _____
<b>ADDITIONAL NOTES TO STUDENT (Optional)</b>   	
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE	DATE

Once review is completed, send a digital copy of this form to the Office of the Faculty Registrar. This form and any additional written notes or comments will be forwarded to the student.



## Information about Course Rechecks and Rereads of Final Examinations

### Recheck of Course Mark (free)

If you think there's been a simple adding error on your exam or in the calculation of all of your term work, you can request a recheck of your course mark. A recheck may be requested with or without first requesting a copy or a viewing appointment, but we strongly suggest that you view your marked exam before requesting a recheck.

### Reread of Faculty Final Examination (\$36.00)

If you think that the content of your final exam was graded incorrectly, or that a portion of your exam was not graded, you can request a reread of your final exam. In this case, you must first see your marked exam, either through the purchase of a copy or by completing a supervised viewing appointment. This is so that you can determine the specific question(s) or portion(s) of the exam that you think was marked incorrectly. If you received a failing grade in the course, your exam was already reviewed by the department that offered the course before your final grade was posted.

Think of this form as a chance to speak directly with the faculty member who will be looking at your exam again. To help them understand why a reread may be necessary, be as precise as you can about where you think an error has occurred. Instead of saying "I think my exam was marked too harshly," or "I deserve more marks to get into another program," note specific instances of disagreement and cite evidence from the course to back up your assertions. Even though you may not have access to your course materials while seeing your exam, do your best to show that your answers are substantially correct.

The department that offered the course will review your Reason for Request and reread your final exam accordingly. If your exam grade is changed as a result of the reread, you will receive a refund of the \$36.00 fee (and the \$15.00 copy fee, if paid). Please note that a recheck or reread may result in a raised mark, a lowered mark, or no change.

For more information, please visit: <https://www.artsci.utoronto.ca/registrar-services/exams/exam-recheck-or-reread>

If you wrote the exam in...	You must request a recheck or reread by...
February	TBC
April	TBC
June	TBC
August	TBC
December	the following <b>August 31</b>

### Payment Information

TOTAL FEE	PAYMENT METHOD
<b>\$36.00</b>	<input type="radio"/> CREDIT <input type="radio"/> DEBIT [Note: Debit payment only accepted in person]

Complete this section if you are submitting this form **by email** and you want to pay with a credit card. You do not need to complete this section if you are paying in person with a credit card. If you want to pay with a debit card, you must pay in person at the Office of the Faculty Registrar

CREDIT CARD NUMBER (xxxx-xxxx-xxxx-xxxx)	EXPIRY DATE (MM / YY)	FOR OFFICE USE ONLY
	/	<input type="checkbox"/> PAYMENT ACCEPTED <input type="checkbox"/> PAYMENT DECLINED

### Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator.