



**SAHLGRENKA ACADEMY**  
Institute of Medicine

**REQUEST FOR REVIEW OF GRADING DECISION**

**A student who wishes to request a review of a grading decision shall take out a COPY of the test answer (written examination).**

A copy of test answers may only be made by university staff. If the test answer has been signed out in the original, it is not considered to be a secure basis for the review of a grading decision.

**Note that** it is the grading decision that can be reviewed: Failed (U) - Passed (G) or Passed (G) -Passed with credit (VG). See page 2 and G 2016/49 Administrative procedures for the request for review of a grading decision.

The form is submitted or sent to the programme administrator to be forwarded to the examiner.

Name		Personal ID number	
Telephone		E-mail	
Course name			
Degree programme			
Examination name		Date of examination	
Max. score	Grading limit (score)	Your result (score)	
Examiner			

State valid reason for the review request:

- Correction of grade (state question no. .... and justify below). *Attach a copy of the test answer.*
- Review of grade (justify below). *Attach a copy of the test answer.*

---



---



---

City and date	Student's signature
---------------	---------------------

**DECISION**

The review resulted in the following action

- No reason for a change of grading shown
- Correction regarding:

---



---

Date of decision	Examiner's signature
	Name in block letters

### **Excerpt from G 2016/49 Administrative procedures for review of grading decision**

Rules regarding review of grading decisions are regulated in the Administrative Procedure Act (1986:223) Sections 26-27, the Higher Education Ordinance (1993:100) Sections 23-24 and V 2018/1223 Rules for examination in the first and second cycles at the University of Gothenburg. There may be two kinds of reviews: correction of a grade or review of a grade.

A request for a review of a grading decision is administered by the course's programme administrator in consultation with the examiner.

**Note that** it is the examination decision, i.e. the grade, that can be requested to be reviewed: Failed (U) - Passed (G) or Passed (G) - Passed with credit (VG). This does not comprise borderline assessments or a general reevaluation of the written examination. The grade Passed (G) cannot be changed to Failed (U) upon the student's request.

The possibility of requesting a review of a grade only exists if the written examination (test answers) has been taken out as a copy. If the examination has been signed out in the original, it is not considered to be a secure basis to request a review of a grading decision.

### **RULES AND REGULATIONS FOR FIRST AND SECOND-CYCLE EXAMINATIONS AT THE UNIVERSITY OF GOTHENBURG (V 2018/1223)**

7. An examiner may accept help from employees during the preparation of a grading decision. Only the examiner can decide on course grades. The examiner's integrity when making grading decisions must be complete.

34. If there is an obvious inaccuracy in a grading decision owing to a clerical error, miscalculation or similar oversight, or if there is some confusion as to students or examination tasks, the examiner may make a decision to correct the grade. Corrections that are unfavorable to the student must be made with great care and only in clear cases. Students are to always be afforded an opportunity to express their opinion before such a correction is made. A decision on a grade cannot be appealed against.

35. A grading decision cannot be appealed. However, a student may request that the examiner reconsider their decision. Such a request ought to be made in writing and submitted to the course coordinator or examiner.

36. If the examiner finds that a decision about grades is clearly incorrect on the grounds of new circumstances or for some other reason, the examiner shall change the decision, if it can be done quickly and easily and it does not mean that the grade is lowered.

### **Higher Education Ordinance (1993:100)**

#### *Correction of grade*

Section 23 A decision as per Section 26 of the Administrative Procedures Act (1986:223) regarding correction of a typing/writing error, calculation error or similar oversight with regard to a grade shall be made by an examiner. Ordinance (2006:1053).

#### *Review of grade*

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

