



Request for a Reread of a Final Exam

DEADLINES: Fall term – last working day of March

Winter term – last working day of July

Summer term – last working day of November

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner. If, after discussion with the instructor, a student decides to request a formal reread of a final exam, they must complete this form and submit to the Faculty of Engineering, Student Affairs Office, Engineering Student Centre, Room 22, Frank Dawson Adams Building.

Please allow a minimum of three weeks for processing.

When requesting a reread the following conditions apply:

1. Requests for rereads in more than one course per term will not be permitted, unless permission is given by the Faculty of Engineering.
2. Grades may be either raised or lowered as the result of a reread.
3. Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules and regulations of the relevant Faculty.
4. Any request to have term work re-evaluated must be made directly to the instructor concerned.
5. A fee for each reread will be assessed directly to the student's McGill account if the result of the reread is an unchanged or lowered grade. If the grade is increased, no charge is made. Please also see (Student Accounts) <http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other> under other fees, fines and charges (Additional service charges).

Student Name:	Student Number:
Department:	Term:
Course Title:	
Course Subject Code and Number:	CRN (course reference number):
Final Grade Received:	
Reason for requesting a reread:	
Student's Signature:	Date:
Faculty Student Adviser's Approval:	Date:
FOR FACULTY USE	
Professor _____ has reassessed the above examination paper and has concluded there will be:	
<input type="checkbox"/> No change of grade to final exam; therefore the final grade remains <input type="checkbox"/> or <input type="checkbox"/> A change of grade to the final exam; changes the overall final grade to <input type="checkbox"/> <input type="checkbox"/> A change of grade to the final exam; however does not change the overall final grade	
Basis for result:	
Professor's Signature:	Date:
Chair's Signature:	Date:
Faculty Student Adviser's Approval:	Date: