



Appeal of Final Grade – Clerical Check

A clerical check is the first step in the grade appeal process.

If you believe there has been an arithmetical error in calculating the final course grade, or if you wish to review your marked final exam, you may request a clerical check of the final results achieved.

Please note that final grade results, particularly failing results, are carefully reviewed prior to issuance. Consequently, it is to be expected that only rarely will there be acceptable justification for further reconsideration.

CLERICAL CHECK SERVICE DETAILS

The following items will be reviewed through this application:

- All answers for the final exam or final project/assignment have been marked.
- Marks awarded for the final exam or final project/assignment are correctly added.
- Marks awarded for term work are correctly added.

A clerical check does not include a re-read of the final examination/project/assignment.

When you apply for this service you will receive a confirmation of the clerical check results, and the opportunity to review your final exam directly.

You must wait for the results of the clerical check before you can proceed in the grade appeal process and submit a re-read application.

Service Fee:

\$14 per course

Deadline for submission:

Within three (3) months of the final examination or course completion date.

Processing Time:

Thirty-five (35) business days from date application is received.

Appeal results will be provided by email

POSSIBLE RESULTS

If your submission is accepted and sent for review, possible results include:

- The final grade may remain unchanged.
- The final grade may be raised.
- If an error is detected, the final grade may be lowered.
- If your final grade is changed as a result of the clerical check, fees paid for this service will be refunded in full.

PERSONAL DETAILS

SCS Student Number

(begins with X, followed by 6 digits. You can find your student number on your enrolment confirmation, or in your online account (My Access).

(Given) First Name

(Family) Surname

Daytime Phone Number

Email

COURSE DETAILS

Course Code

Course Name

PAYMENT OPTIONS AND DETAILS

Payment options:

- Credit card (Amex, Mastercard or Visa)

Full payment will be required before application results can be provided.

For security reasons payment details will not be requested on this form, and you will be contacted by our Enrolment and Learner Services team directly with instructions to provide payment.

INSTRUCTIONS FOR SUBMISSION

Complete this form and submit by:

Mail: Grade Appeal – Clerical Check
University of Toronto
School of Continuing Studies
158 St. George Street
Toronto, ON M5S 2V8

In-person: 158 St. George Street
Front Reception

Email: scs.learnerservices@utoronto.ca