



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

RECONSIDERATION OF FINAL COURSE RESULTS

Application Form

Final course 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.

Reconsideration of Final Course Results is a two-part process. **You must first obtain a photocopy of your final examination answers and ask to have a clerical re-check completed before you request to have your final examination re-read. See page 2 for further instructions.**

Term results such as course assignments or mid-term examinations will not be reconsidered. It is the sole responsibility of students to make certain that they receive marks for all submitted assignment(s) and term test(s) other than the final exam or final project or final course paper from their instructor and have all related questions answered **before the course ends.**

Possible Results

You should recognize that when your examination or final project/assignment is sent for either a clerical check or re-read:

- The mark may remain unchanged
- The mark may be raised
- If an error is detected in the clerical check or the re-read, the mark may be lowered.

If your final grade is changed as a result of the clerical check or re-read, all fees paid will be refunded in full.

Course Details

Note below the SCS Course for which you are seeking reconsideration.

SCS Course Number							Course Title	




Personal Details (Please print)

Surname		Given Name	
Mailing Address Number, Street		Suite	City
Province	Postal Code	Daytime Telephone Number	

Payment Details

Payment: Full payment must accompany this form. Please make cheques payable to the University of Toronto.

Paid by:

-  Credit Card Number _____
-  Expiry Date _____
-  Credit Card Number _____
- Money Order Name on Card _____
- Cheque Signature of Cardholder _____

ATTENTION: PLEASE READ THE FOLLOWING STATEMENT BEFORE CONTINUING

Complete section A prior to submitting a request for section B. You cannot request a re-read of your final examination unless a clerical check of your final grade has been completed by the School, and you have received a copy of your final examination. Any submissions received by the School for a re-read of a final examination that was not clerically checked will NOT be considered and will be returned.

A. Clerical Check of Final Grade (includes photocopy of final examination)

If you believe that there has been an arithmetical error in calculating the course mark, you may request a clerical check of the final results achieved. Student Services will check that all answers have been marked, and the marks have been added correctly. It will also check that all term work marks have been correctly added. When you apply for this procedure you will automatically receive a photocopy of your final examination. **A clerical check does not include a re-read of the final examination.**

Fee: There is a \$13.00 (+ HST 13%) charge for a clerical check, which includes a photocopy of your final examination answers or photocopy of your final project/assignment.

Processing time: This process will take up to 15 business days to complete.

Deadline: Submit your request within **three** months of the final examination/course completion period.

B. Re-Read of Final Examination

If you believe that your final examination has been incorrectly marked in its substance, you may request a re-read. Any request for a re-read must be supported by clear evidence that the request is justified. **IT IS YOUR RESPONSIBILITY TO DEMONSTRATE THAT YOUR ANSWERS ARE SUBSTANTIALLY CORRECT** by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. You must do more than simply assert that “I disagree with the marking” or that “I believe I deserve more marks”. (A well constructed case will point to the textbook, lecture notes, similar questions in tests or some other similar evidence **outside your own opinion.**)

If the School is satisfied that you have stated your case in the proper fashion – not that the substance of your case is correct, but that you have constructed your argument properly – your request will then be forwarded to the original course examiner who will undertake any re-reading involved. If you do not include supporting documentation with your request or if your documentation is not considered appropriate or complete, your request will be returned to you with an explanation.

A re-read will not be considered unless you have obtained a photocopy of your final examination answers (or photocopy of your final project/assignment) and a clerical check of your final grade has been completed. See part A above.

Fee: There is a \$36.00 (+ HST 13%) charge for a re-read.

Processing time: This process will take up to 35 business days to complete.

Deadline: Submit your request within **four** months of the final examination/course completion period.

All fee amounts are subject to change without notice.

Mail completed form and supporting documentation (if requesting a Re-read) to:



Reconsideration of Final Course Results
Student Services
University of Toronto
School of Continuing Studies
158 St. George Street
Toronto, Ontario
M5S 2V8

Student's Signature _____ **Date:** _____