

## Application to view marked exam script

This form is only to be used for units that have a final examination, where the student has sat the final examination. Students should contact the Unit Coordinator for all other assessments.

Please complete all details below:

<b>MU Student ID</b>		<b>Course</b>	
<b>Surname</b>		<b>Given name</b>	
<b>Email</b>		<b>Date</b>	

### Assessment Procedure, Point 33:

Feedback on assessments undertaken or submitted in the final assessment period will be provided on request. Requests can be made up to five working days after the release of marks.

**Procedure: Requests can be made no later than 5 University working days from the result release date.**

Unit Coordinators can choose two options upon receipt of this request:

- (a) Scan the examination answer sheet and provide to the TNE partner who will organise a 5-minute Zoom/Teams session with the student. UCs can redact information as required so as not to disclose the details of questions. Examination answer sheets and question papers cannot be released to students.

OR

- (b) Provide a breakdown of marks for each question of the exam in an email, add a **brief summary** explaining where the student did well and/or explain if there were gaps in their learning.

You will be advised how this information will be provided to you in due course.

Please also complete the following information:

<b>Teaching Period / Year</b>	<b>Unit Code</b>	<b>Unit Title</b>	<b>Grade Awarded (tick one of the following)</b>
			<input type="checkbox"/> <b>Passed ≥ 50% (HD, D, C, P)</b> <input type="checkbox"/> <b>Failed ≤ 49% (N)</b> <input type="checkbox"/> <b>Supplementary 45%-49% (SA/SX)</b>

**Student Signature** \_\_\_\_\_