





**SUBJECTS TO BE REVIEWED:**

**Academic English Programs Clerical Check**

FEEC	UEEC
------	------

**Other:** *(Please provide details)*

**DECLARATION:**

I understand that exams are marked by multiple teachers to ensure a panel approach to each paper, to try and avoid individual errors. Marks are then checked multiple times to ensure results are calculated correctly. This request is for a clerical check to review that calculation. The clerical check is not a remark of my submission but a search of accuracy of mark entry and calculation. If a grade is changed, my application fee will be refunded.

Student's Signature

Date of Request (dd/mm/yyyy)

OFFICE USE ONLY			
Received by:	Date:	Payment processed by:	Date:
Date from passed to Assessment Coordinator:			
<b>ASSESSMENT COORDINATOR:</b> Subject/s reviewed:		<b>Result:</b>	
1.			
2.			
3.			