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| <p>Recheck of Course Mark Reread of Final Assessment</p> | <p>This form should be completed if you think there was a mistake in the calculation of your final course grade or if you would like to have your final assessment remarked for a Mathematics course completed during the Summer 2021 (S term) final assessment period. The deadline to submit a reread or recheck request is Friday, October 15th. Please submit all requests to exams@math.utoronto.ca for review.</p> |
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Personal Information

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|------------|---------------------|
| SURNAME | GIVEN NAME(S) |
| UOFT EMAIL | UOFT STUDENT NUMBER |

Final Assessment Information

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| COURSE CODE (E.G. MAT133Y1) | INSTRUCTOR NAME OR LECTURE SECTION | MONTH FINAL ASSESSMENT WRITTEN (E.G. APRIL 2021) |
| HAVE YOU REVIEWED A COPY OF YOUR FINAL ASSESSMENT? (Check all that apply) | YES, I OBTAINED AN ELECTRONIC VERSION OF MY FINAL ASSESSEMENT I VIEWED MY FINAL ASSESSMENT USING A LINK MY INSTRUCTOR SENT TO ME (CROWDMARK ONLY) | |

Reason for Request

In the space below, please explain the error(s) you believe were made in the calculation of your final grade in the course, or the marking of your final assessment. Be as specific as possible. You may attach a separate sheet if you need more space.

Department Decision (Office Use Only)

| | | |
|---|-------------|--|
| <input type="checkbox"/> No Change <input type="checkbox"/> Change mark to _____% <input type="checkbox"/> New mark submitted on eMarks | | |
| Additional Notes to Student | | |
| Signature of Departmental Representative | Date | |



Information About Reread or Recheck of Final Assessment

PLEASE NOTE: Any reread or recheck requests that are sent directly to the instructor via email will **NOT be accepted. Students with reread or recheck requests must submit this form directly to exams@math.utoronto.ca for review.**

| Reread and Recheck Request Period | Dates |
|---|----------------------------|
| First day to request a reread or recheck of your final assessment | Friday, October 1st, 2021 |
| Final day to request a reread or recheck of your final assessment | Friday, October 15th, 2021 |

Department Instructions and Policies

Submitting a reread or recheck request:

- 1) Send an email to exams@math.utoronto.ca to request your final assessment for Summer 2021 (S Term).
- 2) Review the final assessment or course mark and make note of the area(s) in which your assessment was graded incorrectly.
- 3) Fill out the Final Assessment Reread form and include your reasoning for any grading changes in the allotted space. If you need more space to include your reasoning please attach an additional document when submitting your form.
- 4) Submit the form for review to exams@math.utoronto.ca.
- 5) The reread or recheck request will be sent to the instructor and students will be contacted via email once a final decision has been made.

*Please note: * There is no fee to request a reread of your final assessment*.*

Reread and Recheck Policy

Reread Policy

If you think that the content of your final assessment was graded incorrectly, or that a portion of your final assessment was not graded, you can request a reread of your final assessment. In this case, you must first see your marked final assessment, either through an electronic source or crowdmark URL from your instructor. This is so that you can determine the specific question(s) or portion(s) of the final assessment that you think was marked incorrectly. Think of this form as a chance to speak directly with the faculty member who will be looking at your final assessment again. To help them understand why a reread may be necessary, be as precise as you can about where you think an error has occurred. Instead of saying "I think my assessment was marked too harshly," or "I deserve more marks to get into another program," note specific instances of disagreement and cite evidence from the course to back up your assertions. Even though you may not have access to your course materials while seeing your assessment, do your best to show that your answers are substantially correct. **Please note that a recheck or reread may result in a raised mark, a lowered mark, or no change.**

Recheck Policy

If you think there's been a simple adding error on your exam or in the calculation of all of your term work, you can request a recheck of your course mark. A recheck may be requested with or without first requesting an electronic copy of your final assessment, but we strongly recommend that you view your marked exam before requesting a recheck. Students will be asked to provide a detailed description of the grading error for your course mark on the request form. **Any requests for a grading change without proper evidence from the course material will **NOT** be considered by the department or the instructor.**