**Re-correct the answer sheets form**

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| --- | --- |
| **Name** |  |
| **University ID** |  |
| **Block name and code** |  |
| **The answer sheet to be re-corrected** |  |
| **Mobile No** |  |
| **Name of the academic advisor** |  |
| **Date of the Exam** |  |
| **Date** |  |

**Causes of re-correction:**

1. ……………………………………………………………………………………………………………………………………………………………………………….

2. ………………………………………………………………………………………………………………………………………………………………………………

3. ……………………………………………………………………………………………………………………………………………………………………………….

4. ……………………………………………………………………………………………………………………………………………………………………………….

**General Rules**

1. The student must not have previously submitted a request to re-mark one of the tests and his request was proved to be incorrect.
2. It is not allowed to apply for re-correction of more than two courses per year, and three courses throughout the study period.
3. The application should be submitted within one month from the end of the course examination.
4. The request for re-correction of should be submitted to the department teaching the course, signed by the student and the academic advisor, stating the justifications for the request for re-correction.

The Department submits the application to the College Council. The College Council may, in cases of necessity, approve the re-correction of the answer papers, and in the event that the re-correction is approved, the College Council forms a committee of three faculty members to re-correct the answer papers. The committee submits a report to the College Council for its decision, and the decision of the Council is considered final.

**Student signature:**

**Academic advisor signature**