**REQUEST TO VIEW EXAMINATION SCRIPT**

As part of the University’s policy on providing feedback to students, students can request an opportunity to view their examination script(s) in the presence of an administrator if they wish to look at the script to see how marks have been allocated. This access to scripts is in addition to the general feedback material that is made available on Vision. **Please note:** **You cannot query academic judgement in the allocation of marks or take photos of your examination script.**

Requests to view scripts should be made as follows:

Semester 1:

* within 2 weeks of the results being released in January

Semester 2:

* within 2 weeks from 19 June (MSc students)
* by 1 October (continuing undergraduate students)

Semester 3:

* within 2 weeks of results being released (MSc students)
* by 1 October (continuing undergraduate students)

All marks are provisional until ratified by the appropriate Board of Examiners at the end of each academic session.

Please complete the table below if you wish to view your examination script(s).

|  |  |
| --- | --- |
| Course Code | Semester |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Print Name: …………………………………………................................................ Student ID No: ……………………….

HWU Email address: ……………………………………………………………

Signed: ………………………………………………………………….. Date:........................................................

Please return this form to the school office, EM1.25, and a member of staff will contact you on your HWU email address to arrange an appointment.

Guidance on Feedback to Students on Examination Performance can be found at:

<https://www.hw.ac.uk/services/docs/examperformancefeedback.pdf>