**Form for requesting a re-mark of work which has not previously been included in a sample for moderation**

|  |  |
| --- | --- |
| Name of Student *(add here)*:  Name of student |  |
| Registration number *(add here):* |  |
| Title and code of module affected and a brief description of the piece of work, with date on which feedback was given to students, for which you are seeking re-marking. | |
| Signature of first marker (or substitute nominated by the Director of Education of the relevant Department, School, Centre or Partner Institution) to confirm that a meeting to discuss the initial feedback has taken place. | |
| Signed: | Date |
| Print name: | |
| Very brief description of the grounds for wanting a re-mark: | |
| Declaration by student: I declare that:   * this individual item of assessment was originally marked by one person (single marked) and that my work was not initially included in the sample for moderation; * I have had a meeting with the initial marker (or substitute) to discuss the feedback on my work, and that I am still dissatisfied with the mark; * I request remarking of the work. I understand that marks can go up as well as down as a result of re-marking. I further understand that the decision following second marking is final relating to this piece of work (unless procedural irregularity is suspected). | |
| Signed: | |
| Date: | |
|  | |