

Application for Checking of Assessment Results

Programme:

(Please tick the appropriate box)

☐ Associate Degree / Diploma in Foundation Studies

☐ Higher Diploma

Notes and Application Procedures:

1. Completed applications should reach the College Office **within 7 calendar days from the release date of assessment results.**
2. An application fee of **HK\$500** will be charged for checking assessment results of **EACH** course. The fees charged are non-refundable unless the applicant receives an upgrade in his/her final grade for the course.
3. Applicants should return the completed application form with the application fee to the HKU SPACE Enrolment Counter and retain the receipt as proof of application fee payment.
4. The course(s) applied for checking of assessment results will be checked for procedural irregularity or technical error (e.g. errors in the recording, collating or aggregation of marks/grades) in the determination of the final course grade(s).
 - a) For Examination component: the examination script and marksheet will be checked for procedural/technical errors such as arithmetical errors, unmarked questions and wrong mark entries;
 - b) For Continuous Assessment component: unmarked assignments[#], arithmetical errors and wrong mark entries in the marksheet will be checked.
5. The checking of assessment results does not entail academic re-assessment of any materials or coursework presented by students.
6. Students who decide to make an application for checking of assessment result should note that the outcome of upgrading and downgrading of the final course grade is equally possible.
7. The College Office will notify students of the checking results by email normally around three weeks from the date of receiving the application. However, it may take at least four weeks for courses offered by the Faculty of Science of HKU.
8. The decision reached after the checking shall be final.

[#] only for those assignments which have been submitted to the lecturer on or before the designated deadline but are found being lost/unmarked.

I. Student Particulars

Name (Surname first) : (English) (Chinese)

Student No. : _____ Year of Study* : ☐ I ☐ II

Programme of Study : _____ Theme of Study (if applicable) : _____

Contact No. : (Home) (Mobile)

*Please tick the appropriate box

II. Course(s) to be Checked

Course Code	Class No.	Course Name	Course Lecturer	Grade Obtained

III. Declaration

I have read through and accept the notes indicated above.

Signature : _____

Date : _____