Appeal against the determination of a grade
cf. Act Relating to Universities and University Colleges §§ 5-2, 5-3 and 3-9, and
Regulations Relating to Studies and Examinations at Oslo Metropolitan University §§ 7-3 and 7-4 (extract on page 2 of this form)

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID number</th>
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<tbody>
<tr>
<td>Address</td>
<td>Email address(tel. number)</td>
</tr>
<tr>
<td>Education(study program)</td>
<td></td>
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<tr>
<td>Examination (name of the course)</td>
<td>Course code*</td>
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<tr>
<td>Form of examination/- part, if the course consists of several parts</td>
<td>Examination date</td>
</tr>
<tr>
<td>Candidate number</td>
<td>Grade</td>
</tr>
<tr>
<td>Have you made a request for an explanation?</td>
<td>If you have received an explanation, please state the date you received it:</td>
</tr>
</tbody>
</table>

*You will find the course code in Studentweb

Before you submit an appeal against the determination of a grade, it is important that you make yourself familiar with the procedures of a new assessment and the possible consequences of an appeal. Reference is made to the Act and Regulations mentioned above.

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Read more about appeals at www.hioa.no/eng/examinations

The deadline for appeal is **three weeks** from the announcement of the examination result. If a request for an explanation for the determination of a grade or an appeal relating to procedural errors is submitted, the deadline for appeal is from when the candidate has received the explanation or the decision relating to the appeal. Candidates may not appeal against the determination of grades awarded in connection with oral or practical examinations.

An appeal against the determination of a grade must **be signed and submitted to the relevant faculty**. The faculty will process the appeal.

A **decision** shall be available within four weeks after the deadline for appeal. The decision will be sent to the appellant by e-mail or regular mail. Any changes to the examination result will be registered in Studentweb.

**Postal address:** Oslo Metropolitan University, Faculty of…… / Campus……
P.O. Box 4 – St. Olavs plass N-0130 Oslo

*Please mark the envelope with «Appeal» + study program*

_________________________  ____________________________

Date  The appellant’s signature
Extract from The Act Relating to University and University Colleges

§3-9, subsection five Re-marking pursuant to sections 5-2 and 5-3 shall be carried out by at least two new examiners, of whom at least one shall be external. **Marks may be changed in the appellant’s favor and disfavor.** If the final mark is set on the basis of both a written and an oral test and an appeal against a mark for the written part of the examination is upheld, a new oral test shall be held to determine the final mark.

§5-3, subsection four: A student may appeal in writing against a mark awarded for his or her performance within three weeks of the announcement of the examination results. The performance shall then be reassessed. In the event of a request for an explanation of a mark or a complaint of procedural errors in the question-setting, the examination procedure or the assessment procedure, the time limit for appeals pursuant to this section is reckoned from the date when the student receives the explanation or when the appeal is finally ruled on. In connection with the use of continuous assessment, the institution may decide whether the student shall submit an appeal following the assessment of a separate examination, assignment or other assessment or whether an appeal shall be submitted on announcement of the result of assessment of the study program, discipline, or module.

§5-3, subsection five: Appeals may not be lodged against marks awarded for oral performance and assessment of practical training or the like which, owing to the nature of the test cannot be reviewed. The results of preliminary examinations (forprøver) may only be appealed against when the examination is failed.

§5-3, subsection six: Marks awarded following re-marking pursuant to this section may not be appealed against.

Extract from The Regulations Relating to Studies and Examinations at Oslo Metropolitan University

§7-3, subsection four: An appeal against examination results shall be processed within four weeks after the deadline for submission of appeals. The results of a new assessment cannot be appealed against.