

Examination Re-Read Request

Faculty of Engineering and
Applied Science



Regulation 13

Submit to: Rm 300, Beamish-Munro Hall
Fax: 613-533-6500

Please print NEATLY. Please ensure that ALL sections of the form are completed.

Personal Information	Surname:	Given Name:	Student Number:
	Queen's Email Address:		
	Street Address (If applicable, refund cheque will be mailed to this address)		
	City:	Province:	Postal Code:
Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.			
Regulation 13 A student who wishes to have a paper reread must make written application to the Office of the Dean of Engineering and Applied Science within four weeks of the release of the results. The application is to be accompanied by the rereading fee.			
Re-read Request	<i>I hereby request a formal re-reading of my examination paper in:</i>		
	Course:	Instructor Name:	Original Final Mark:
	Student Signature:		Date:
Faculty Office Use Only	Date Received:	Cheque No.:	Initials:
	Refund Due: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Final Mark Received:	Fee Deposited:

Please submit the top section of this form and retain this section for reference.

FEE: No form will be accepted without accompanying administrative fee (\$50.00 paid via credit card*, or cheque, money order, made payable to Queen's University). *Credit card payments can be made on-line at <http://forms.engineering.queensu.ca>

DEADLINE: Applications are due within four weeks of the release of the results.

Please note:

- A student is allowed one examination reread per final exam.
- The mark submitted to the Faculty Office as the result of an examination reread is the final mark received for the course.
- If the student's mark has increased as a result of the reread request, a refund will be granted. No refund is granted if the mark remains the same or has decreased.

Further information regarding the formal rereading of examination papers can be found in the Engineering and Applied Science calendar under Regulation 13 http://www.queensu.ca/calendars/archive/2009-10/apsc/Regulation_13_Review_and_Reread_of_Examination_Papers.html