



APPLICATION TO VIEW EXAM

Note: Exam Papers are **view only**, and are to be returned to administration.

- A student wishing to view an exam must complete this application (one application per unit of study) and submit it to the Administration Office within six (6) weeks of the results being issued.
- Exams can **ONLY** be viewed after the results are released up till Week 2 of the subsequent semester. Exams **CANNOT** be viewed during days when exams are held, including deferred and supplementary exams.
- Valid reasons for viewing a script must be given, for example if your performance in the exam is significantly lower than your usual performance and you expected to do better.
- Please allow two (2) working days to process this request.
- The student will be notified by email of the date and time at which the exam may be viewed.
- Students are allowed to view their own exam papers only. Students are required to present their ID cards to the viewing session. The viewing session will be 15 minutes and supervised by SITCM staff.
- Exam papers may **NOT** be copied, photographed or retained by the student under any circumstances.
- A student who is not satisfied with the marking of an examination may, on written application, appeal against the final assessments results of a unit within five (5) days of the results being issued.

First Name: _____

Last Name: _____

Student ID: _____

Email: _____

Preferred date and time for viewing exam: _____

Unit of study: _____

Reason for wishing to view exam (*only valid reasons for viewing an exam will be considered*):

Student Signature: _____

Date: _____

The section below is to be completed after the examination has been sighted.

Date of Sighting: _____

Student Signature: _____