

Questions and Grades Revision Form



Instructions:

- The student should fill this form and email it to the course instructor using their KKU email address. For final exams, the form must be submitted within 2 weeks after the grade became available.
- The course instructor should check the form and email it to the course coordinator, along with a scanned copy of the answer key and the student answer sheet.
- The course coordinator should document his/her decision and email the form to the Head of the Department (HOD).
- HOD and the course coordinator should investigate the issue.

SECTION A: Student

Student name		KKU ID	
Instructor name		Semester	
Course title		Course code	
Level		Section	Exam date
Absence %		GPA	# of probations
Assessment type: <input type="checkbox"/> Quiz <input type="checkbox"/> Assignment <input type="checkbox"/> Midterm (<input type="checkbox"/> Theory <input type="checkbox"/> Practical) <input type="checkbox"/> Final (<input type="checkbox"/> Theory <input type="checkbox"/> Practical) <input type="checkbox"/> Other:		Problem type: <input type="checkbox"/> Ambiguous questions/answers <input type="checkbox"/> Typo errors <input type="checkbox"/> Question(s) out of the course content <input type="checkbox"/> Grade revision <input type="checkbox"/> Other:	
Description: 			
I certify that the information submitted in this form is true.			Date:
			Signature:

SECTION B: Course Coordinator

<input type="checkbox"/> The issue was reviewed, and <u>no changes</u> are recommended (forward to HOD).	
<input type="checkbox"/> The issue was reviewed, and <u>changes</u> are recommended (forward to HOD).	
Comments: 	
Name:	Signature:

SECTION C: Head of Department

Continuous assessments: <input type="checkbox"/> No changes are recommended (<u>request is closed</u>). <input type="checkbox"/> Approve the recommended changes (<u>request is closed</u>). <input type="checkbox"/> Further investigation is required by the Department Schedules and Exams Committee (forward to the S&E committee).	Final exams: <input type="checkbox"/> No changes are recommended (<u>request is closed</u>). <input type="checkbox"/> Approve the recommended changes. Note: If the student is not satisfied, send the request to College Council to consider forming a committee.
Comments: 	
Name:	Signature:

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SECTION D1: Department S&E Committee

- The issue was reviewed, and no changes are recommended (forward to HOD).
- The issue was reviewed, and changes are recommended (forward to HOD).

Comments:

SECTION D2: Committee Formed by College Council

- The issue was reviewed, and no changes are recommended (forward to Dean).
- The issue was reviewed, and changes are recommended (forward to Dean).

Committee chair name:

Signature:

SECTION E1: Head of Department

SECTION E2: Dean

Comments:

Name:

Signature:

Notes:

1. Provide attachments along with this form (e.g. student complaints, committee meeting minutes, reports, etc.).
2. The original copy of the form should be kept with the Head of the Department. For final exams issues, an additional copy should be kept with the Secretariat of College Council.

