**SCHOOL OF LAW**



**Reconsideration of Internal**

 **Assessment Mark**

This form **must** be used to apply for a **Reconsideration of an Internal Assessment Mark** (e.g. essay, assignment, oral presentation, etc) but not for a final piece of assessment (e.g. final exam or final essay/assignment in a course).

Please complete the details below and email the form, the scanned marked assessment (must be the original assessment with the marks/comments on it), **plus** any additional feedback (class or individual) if on a separate document, to law-enquiries@canterbury.ac.nz. The form must be received within **5 working days** **of notification** that the marks have been released. No late applications for an internal reconsideration will be considered.

Please note: Recommendations for changes to marks are usually limited to those cases where there is clear evidence of an error in the original marking.

On completion of the reconsideration of the assessment, the form will be emailed back to you and the decision noted in the relevant School of Law spreadsheets.

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| Email to:  | **law-enquiries@canterbury.ac.nz** |
| Student ID: |  |
| Student Email: |  |
| Date: |  |
| Course Code:  |  |
| Course Name: |  |
| Mark/Grade Awarded: |  |
| Explanation of Reason for Reconsideration Request: | (Type your explanation here) |
| Course Supervisor Decision and Comments: | (i.e. – No Change of mark / Change of Mark – with further comment/explanation) |
| Course Supervisor Name & Date: |  |