



RE-EVALUATIONS OR RE-CALCULATIONS FOR TESTS/EXAMINATIONS

Students must state clearly why he or she believes the test/exam deserves a grade higher than it received (pleas on compassionate grounds should not form part of this statement). If you suspect that an error in marking has been made, then it may be appropriate to submit the test/exam for re-evaluation. A legitimate reasons for requesting a re-evaluation includes an apparent error in marking (i.e., something has been marked "incorrect" which you believe to be "correct").

If there is an obvious error in the tabulation of marks awarded on a test/exam, or if the question has not been marked, you may request that alive Academy recount the marks.

Send to alive Academy:

1. The original test/exam paper(s)
2. A letter detailing the problem(s)
3. An administrative fee of \$25.00 + GST/HST (if applicable) =\$26.50/\$28.50

If the re-evaluation results in a higher mark on the test/exam paper(s), the re-evaluation fee will be refunded.

Please remember that any re-evaluation or re-calculation of marks may lead not only to an increase to the mark, but also to a lowering of the mark or to a confirmation of the existing mark.

Fees are to be paid in US dollars for international students.