



OFFICE OF THE REGISTRAR

Application for Reread of Examination Paper(s)

Students are encouraged to request access to the final examination script prior to submitting a request to have the final examination reread. Refer to [Access to Final Examination Scripts](#) in the University *Calendar*.

Students are advised to refer to relevant academic units for policies and procedures governing rereads of examinations. With the consent of the academic unit, request for rereads can include clinicals, internships, work terms or final reports, as appropriate.

This application must be received by the Registrar's Office within **one month** after the official release of grades in each semester. You can email registrar@mun.ca or fax 709 864 2337.

Processing Time: Rereading of examination papers approximately takes 3-4 weeks. You will be notified of the result at that time. A reread of a final examination may result in the grade being increased, lowered or unchanged.

Fee: \$50 per paper must be paid with this application. If the final letter grade in the course is raised after rereading or if the final numeric grade increases by at least 5%, then the fee is refunded. The fee will not be refunded if the final letter grade in the course is unchanged or lowered, and if the final numeric grade increases by less than 5% or is unchanged or lowered.

Inquiries can be directed to registrar@mun.ca or 709 864 4445.

Student Information

MUN Student ID Number		First (Given) Name		Last (Family) Name	
Semester	Year	Telephone		@mun.ca email	

Course(s) Being Requested for Examination Reread (PLEASE PRINT)

Subject	Number	Present Grade	Instructor

Authorization

Student Signature	Date (Month/Day/Year)
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***Personal Information and Protection of Privacy:** The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). It is needed for, and will be used to update, your student record. If you have questions about the collection and use of this information, contact the Associate Registrar, Registration and Enrolment Services at 709 864 4445.*

Method of Payment

Memorial University offers students a variety of payment methods. Each method is described in detail by [Financial and Administrative Services](#). Questions regarding methods of payment should be directed to cashiers@mun.ca.

Credit Card (choose one): <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Credit Card Number	Expiry Date (MM/YYYY)
Name on Card	Signature

For Office Use Only	FOAPAL: 100001 46201 51951 4102
_____ re-read papers @ \$50 each = \$ _____	Cashier's Stamp