



**APPLICATION FOR RE-MARK, RECOUNT OR PHOTOCOPY
OF FINAL EXAMINATION/FINAL MAJOR ASSIGNMENT**

Instructions: Please tick the box to indicate which action you are requesting, complete the personal and course details, and submit the form, along with the fee, to the Cashier's Office.

Applications must be made:

**by the end of the first week of the following semester (for undergraduate/graduate courses)
or within 30 days of the notification of results (for MBA/PGDBA modules)**

- (1) **Re-Mark** \$50
A Re-mark involves a comprehensive reassessment of the student's examination script/major assignment in terms of the original marking schedule. The fee for this service is not refundable.
- (2) **Recount** \$20
A Recount involves checking that the examination/major assignment marks have been added correctly. The fee for this service is refundable if a mistake has been made by AIS.
- (3) **Photocopy of Examination Script/Major Assignment** \$20
This provides the student with a photocopy of the final examination script/major assignment.

STUDENT TO COMPLETE In signing this form I agree and accept the conditions under (1) and (2) above.	
Student Signature	Date
Student Name	Student ID Number
Email Address	
Auckland Address	Telephone
Programme of Study <input type="checkbox"/> MBA / PGDBA <input type="checkbox"/> International Business <input type="checkbox"/> Information Technology <input type="checkbox"/> Tourism Management <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Arts (CertTESOL) <input type="checkbox"/> Other	
State the course you are applying for: (complete a separate form for each course)	
Course Number	Course Title

Processing:

ACCOUNTS

Signature/Date:

Fees Received: Re-Mark \$50 Recount \$20 Photocopy \$20

ACADEMIC (AHOP to complete):

Course Number	Coursework Mark	First Exam/Assignment Mark	First Overall Result (Mark and Grade)	Second Exam/Assignment Mark	Second Overall Result (Mark and Grade)

Recommended to Academic Board (AHOP)	Signature	Date
Approved by Academic Board (Academic Registrar)	Signature	Date

SS - Admin: SMS updated / Result letter posted to student / Documentation filed	Date
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