

7.3A

APPLICATION FOR AMENDMENT OF ERRONEOUS MARKS

(STAFF USE ONLY)

Introduced June 2016

Application for Amendment of Erroneous Marks

This form is to be used by academic staff in cases where an Examination Board decision requires amendment due to an erroneous mark. It should be completed electronically and then sent to the Chair of the Examination Board. One form is to be completed for each module that requires an amendment to marks.

For an amendment which is more complex than simply correcting a mark, please use the Application for Amendment of an Exam Board decision, available here: [Academic Handbook Ah1\_05 (cardiffmet.ac.uk)](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx)

|  |  |
| --- | --- |
| **Full Name of student** |  |
| **Student Number** |  |
| **Programme of Study**  |  |
| **School or Collaborative Partner** |  |
| **Module Number** |  |
| **Module Name** |  |
| **Module Assessment Element**(e.g. WRIT1) |  |
| **Exact Date of Exam Board***(e.g. 1 September 2022)* |  |
| **Original confirmed decision**(e.g. mark of 45%) |  |
| **Correction Required**(e.g. mark to be changed to 54%) |  |
| **Reason for correction** (e.g. administrative error) |  |
| **Correction requested by:**(please provide your name and email address) |  |
| **Signature of Programme Director/ Module Leader:**(Please also print name) |  | **Date:** |
|  |

Once agreed by the Chair, the completed form should be sent to the relevant Registry Officer confirming approval of the mark amendment through Chair’s Action.