



## REVISION OF PAPER REQUEST FORM

*This form is to be completed and handed in duplicate at the Student Services Office, room B207 by the student who would like to request a revision of June/September examination paper. Kindly write in block letters and tick where appropriate.*

<b>Name &amp; Surname:</b>		<b>Index №:</b>
<b>ID №:</b>	<b>Mob №:</b>	<b>Tel. №:</b>
<b>Address:</b>		
<b>Subject</b>	<b>Adv./Int. Level:</b>	<b>Group №:</b>
1.		
2.		
3.		
4.		
5.		
6.		
<b>Revision of Paper Option:</b>		
<input type="checkbox"/> Revision of Paper Only                      €25.00		
<input type="checkbox"/> Revision of Paper + Report                      €60.00		
<b>Candidate's Signature</b>		<b>Date</b>

### Please note

1. Candidates who failed an examination and are convinced that the grade awarded to them in any subject represents their performance during an examination may request a revision of their June/September examination paper within three (3) working days from the publication of the Academic Report.
2. The examination paper will be reviewed to ascertain that no error was made in the awarding of marks.
3. Any fee paid in connection with the request for revision shall be refunded in the following cases: i) if the change in the marks changes from fail to pass in the subject, ii) if there is an increase of ten (10) marks to the original result accompanied by a change from fail to pass in the subject; and iii) if an administrative error is detected.

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### For office use

Received on: \_\_\_\_\_

Amount  
Paid: \_\_\_\_\_

College stamp/ Signature of SSO Officer

