NHH

APPEAL AGAINST EXAMINATION RESULT

Name:		Student number.:
Course code:		Course name:
Date for exam/submission:		Assessment part (if relevant):
Candidate number.:	Grade:	Group number (if relevant):
Explanation of grade: ☐ Request date: ☐ Received date: ☐ Not received ☐ Not requested	☐ In writing	☐ Orally
Date and signature:		

The deadline for submitting a complaint is three weeks from you received your grade, or three weeks after you received a grade explanation. If you did not receive an explanation for the grade by the deadline, please include documentation of this. You may submit an appeal on all written parts that result in a grade.

You must submit one form per assessment part. The result of an appeal may be an unchanged grade, but it may also result in a higher or lower grade. Fill out, sign and return the form to exams@nhh.no.

You may appeal individually on a group exam. If several members of your group choose to file a complaint together, you need to complete and deliver one form per each candidate.

The new examiners will not have access to the original grade or other information about your answer paper. They will have access to the evaluation guidelines.

Read more about appeal on our webpages, and in the Act relating to Universities and University Colleges Section 5-3 Complaints regarding marks awarded – right to explanation.