**Form for requesting a re-mark of work which has not previously been included in a sample for moderation**

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| Name of Student *(add here)*:Name of student |   |
| Registration number *(add here):* |   |
| Title and code of module affected and a brief description of the piece of work, with date on which feedback was given to students, for which you are seeking re-marking. |
| Signature of first marker (or substitute nominated by the Director of Education of the relevant Department, School, Centre or Partner Institution) to confirm that a meeting to discuss the initial feedback has taken place. |
| Signed: | Date |
| Print name: |
| Very brief description of the grounds for wanting a re-mark: |
| Declaration by student: I declare that:* this individual item of assessment was originally marked by one person (single marked) and that my work was not initially included in the sample for moderation;
* I have had a meeting with the initial marker (or substitute) to discuss the feedback on my work, and that I am still dissatisfied with the mark;
* I request remarking of the work. I understand that marks can go up as well as down as a result of re-marking. I further understand that the decision following second marking is final relating to this piece of work (unless procedural irregularity is suspected).
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| Signed: |
| Date: |
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