



**LUND**  
UNIVERSITY

Department of Psychology

## **Review of exam grading**

If you consider that your exam has not been correctly graded, you have the opportunity to get the grade corrected or reviewed according to the following:

1. Correction on the grounds of pure errors in writing or calculation (see Section 26 of the Administrative Procedure Act and Chapter 6 Section 23 of the Higher Education Ordinance)
2. Review – if the decision is obviously wrong on the grounds of new circumstances or it is to be changed for some other reason, if this can be done quickly and easily and if it does not mean lowering the grade (see Section 27 of the Administrative Procedure Act and Chapter 6 Section 27 of the Higher Education Ordinance).

This means that you must be able to point out obvious reasons why the result should be changed. Acceptable reasons can be errors committed by the examining lecturer in writing or calculation or some obvious misinterpretation of the answer given by the student. Borderline results for a pass or pass with distinction are not a reason for reviewing the points awarded upwards. The examiner on the course is the ultimate authority in these cases and his or her decision cannot be appealed.

In this context, it is important to distinguish between a clarification of the grade and the grading criteria, and the decision on the number of points and the final grade awarded. The student naturally has the right to obtain a clarification of the criteria for the grading process and the grade awarded (for example on the occasion of exam feedback or personal contact with the examining lecturer). If, despite a clarification from the lecturer, you consider that the number of points or the grade awarded should be corrected, you must provide well-supported reasons for this in writing, according to the description below.

You request a copy of the exam from the departmental office and then submit a written account of what you perceive to be errors in the grading procedure to the course examiner. This should preferably be done within three weeks of the publication of the examination results.

- Your account should be entitled “Grading review” and is to feature the following:
- Your name and personal identity number
- Your address, telephone number and email

- The title and code for the course in question
- The course director and examiner
- Reasons why a review should be conducted, with reference to the course's grading criteria or the exam feedback, if applicable. It is important that the reasons for the requested review are well supported.

The account, together with a copy of your original exam answers are to be submitted to the examiner and the office.

Please note that a pass grade cannot be changed to a fail grade on the request of a student (Swedish Higher Education Agency's report on fair examination, second revised edition, 2008:36R, page 67)

Correction or review of your exam is usually only done if the original exam has not been signed out.

The course examiner decides whether a correction will be done or whether the request will be rejected. The decision is usually communicated within a week via email. The examiner's decision cannot be appealed.