

Review of exam marking decision

If you think your exam has been incorrectly marked, you may get the grading decision amended or reviewed according to the following provisions:

1. Rectification on the grounds of pure typographical error or miscalculation (see Section 26 of the Administrative Procedure Act and Chapter 6 Section 23 of the Higher Education Ordinance)
2. Review – if the marking decision is obviously incorrect owing to new circumstances or for some other reason, the marking shall be changed 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 24 of the Higher Education Ordinance).

This means that you need to be able to point out obvious reasons for the exam result to be amended. Admissible reasons include typographical errors or miscalculations by the examining lecturer or something obviously wrong with the interpretation of the answer. Proximity to a pass or higher grade is not a reason for upward adjustment of points. The examiner on the course is the ultimate adjudicator in these matters and their decision cannot be appealed.

Procedure: Take a photo of your exam at the department office. E-mail the exam together with a written account of the perceived marking error **to the examiner for the course and with a copy to the Director of Studies Henrik Levinsson (henrik.levinsson@psy.lu.se)**. You should do this within three weeks of publication of the exam results. If you do not have the possibility to take a photo of the exam, ask the department office for a copy of the exam.

Give your account the heading “Review of exam marking” and state the following:

- * your name and personal identity number
- * address, telephone number and email
- * relevant course title, course code and module if relevant
- * course director and examiner
- * reasons why the marking decision is to be reviewed, with reference to the grading criteria for the course or the exam feedback that has been given, where applicable. It is important that the reasons for reviewing the grading decision are well-founded.

Please note that a pass grade cannot be changed to a fail at the student’s request (Swedish Higher Education Authority report on fair examination, 2017). The decision is taken by the examiner on the course and you will be notified in writing via email. The examiner’s decision cannot be appealed.