**Application for Re-marking of Coursework**

A request for remarking must be emailed to HEexaminations@southessex.ac.uk within **10 days** of the marks for the coursework being released. Please complete and sign the form below, and attach it to the coursework to be remarked. You will also need the signature of the first marker, see below.

Name: ……………………………………………………………….

Degree course: ……………………………………………………………….

Student number: ……………………………………………………………….

Module code and title: …………………………………………………………

Assignment number …………………………………………………

Reasons for requesting a remark:

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**NOTE:**

Before submitting a request to have an essay re-marked, you are required to discuss the original mark awarded with the first marker (or substitute nominated by the Programme Partnership Manager if the original marker is not available).  If, following this discussion, you are still not satisfied with the mark the essay can then be submitted for re-marking.

Signature of the first marker to confirm that a discussion has taken place:

.…………………………………………………………………………..……………

**In applying for my coursework to be remarked, I understand that an agreed mark will be reached between the original marker and the new marker. I understand that the original mark may not change, or the new mark may be higher or lower than the original mark, and that the agreed mark will be final.**

Signed ………………………………………………………. Date ……………………………..