

## APPLICATION FOR RE-MARK or RECOUNT OF FINAL ASSESSMENT (EXAMINATION / MAJOR ASSIGNMENT)

**Instructions:** Tick the box to indicate the action you are requesting, complete the details in the section below, and submit to the Cashier's Office (St Helens Campus) with the fee.

To be re-marked, a major assignment must constitute not less than 50% of the total assessment.

Applications must be made: **by the end of the first week of the following semester**  
OR (for MBA/PGDBA modules only): **within 30 days of the notification of the final grade**

- (1) **Re-Mark**      \$75       A Re-mark involves a comprehensive reassessment of an examination script or major assignment in terms of the original marking schedule. The fee for this service is not refundable.
- (2) **Recount**      \$20       A Recount involves checking that examination/major assignment marks have been added correctly. The fee for this service is refundable if a mistake has been made by AIS.

**STUDENT TO COMPLETE** By signing this form, I agree and accept the conditions under (1) and (2) above.

Student Signature		Date
Student Name		Student ID
Email Address		
Auckland Address		Telephone
<b>Programme of Study</b> <input type="checkbox"/> Business <input type="checkbox"/> Tourism Management <input type="checkbox"/> Business Administration <input type="checkbox"/> Information Technology <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Other		
State the course/module you are applying for: (complete a separate form for each course/module)		
Course/Module Code	Course/Module Title	

### FOR OFFICE USE ONLY

**ACCOUNTS - Fees Received**

Re-Mark \$75 <input type="checkbox"/> Recount \$20 <input type="checkbox"/>	Signature: _____ Date: _____	<b>Receipt No:</b> _____
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**ACADEMIC** (AHOP to complete):

Course/ Module Code	Coursework Mark	First Exam/ Assignment Mark	First Overall Result (Mark and Grade)	Second Exam /Assignment Mark	Second Overall Result (Mark and Grade)

Approved by Board of Studies (Academic Registrar)	Signature _____	Date _____
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Registry: SMS updated / Student notified / Documentation filed	Date _____
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