APPLYING FOR RE-SCRUTINY OF THE RESULTS

1. Viewing the answer script

The candidates have the right to see their answer script after marking for them to identify their strengths, weaknesses and also to check for any incorrect marking. Giving an opportunity for candidates to view their answer scripts after marking and grading will provide the transparency of the examination process of the PGIS.

If a candidate would like to view his or her answer script, he/she can meet with the programme coordinator within a one-week period from the release of the results (provisional) of a course.

Candidate can initiate to view his/her answer script by filling the "Request to view answer scripts" form which will be available with the programme coordinator once the provisional results are released.

2. Re-examining the answer script

If a candidate is not satisfied with the marks/grade awarded after viewing his/her answer script, the programme coordinator will contact the examiners to resolve the problem. Once the examiners resolve the problem and inform the programme coordinator, the programme coordinator will inform the students about the resolution and submit "the change of grade form" (if there is a grade change) to the examination branch. The grade cut off will not be changed when assigning a grade.

3. Appeal

If the candidate is still not satisfied with the change, the candidate may apply for re-scrutiny within a one-week period after receiving the resolution from the programme coordinator, by submitting the "Application for re-scrutiny of the Results" form to the Director/PGIS through the relevant programme coordinator. The charge for a re-scrutiny is Rs. 5000.00 to be paid to the Account Branch, PGIS. (If the result is changed the deposit will be fully returned otherwise annulled).

Then, the Director informs the examiners (1st examiner & the 2nd examiner) to re-evaluate the answer script. The relevant answer script will be taken out of the packet and checked by the examiners. If an error or omission is detected, marks should be corrected (marks or grade increased/unchanged/decreased) and the grade cut-off will not be changed, and inform the change to the programme coordinator. The programme coordinator will inform the students about the outcome of the re-evaluation of the answer script and submit "the change of grade form" (if there is a grade change) to the examination branch. If there is no change, an agreement statement must be obtained from the candidate. The scrutiny board's decision will be final.

Note: An application for re-scrutiny of the results will be published.

UNIVERSITY OF PERADENIYA
POSTGRADUATE INSTITUTE OF SCIENCE

REQUEST TO VIEW ANSWER SCRIPTS

If a candidate would like to view his or her answer script, he/she can meet with the programme coordinator within a one-week period from the release of the results (provisional) of the course.

Board of Study: ....

Academic Year & Semester: ....

Course Code & Title: ....

No. of Credits: ....   **Date of Examination:** ....

Reg. No.	Name of the student	Date checked	Remarks (State whether the student agree or disagree with the marks)	Signature of the student

Programme Coordinator: ....   **Signature:** ....

Date: ....

<u>Application for re-scrutiny of the Results</u>

1. Applicants Details

Name: …………………………………………………………………………...

Registration Number: ……………………………..

2. Course and Result Details

Board of Study: …………………………………

Academic Year: …………………………………   Semester: ………………………..

Course Code and Name: ………………………………………………………………….

Lecturer in Charge/s:
   1)…………………………………………………………………………………

   2)…………………………………………………………………………………

The Grade obtained: ………………….   Date of Examination: ……………………….

3. Student's Declaration (Please tick each statement)

☐ All the information I have provided on this application is true and accurate to the best of my knowledge.

☐ By submitting this form, I acknowledge that I understand that after re-scrutiny my grade or mark may increase, decrease, or stay the same.

Signature of the student: ………………   Date: ………………………………