Application Form for Checking of Assessment Result

Please read the following notes carefully before submitting the application form:

1. You should submit one application form per each assessment result to be checked.
2. All applications must be submitted within 2 weeks to the Faculty of Science Office after the release of the assessment result, together with the receipt of payment. Application sent by email will not be accepted. The application fee is HK$200 for each assessment result to be checked. Please refer to document 152/511 for Methods of Payment. Students should retain a photocopy of the receipt as proof of payment.
3. The Faculty Office shall arrange for such applications to be considered by the relevant examiner(s) and, where appropriate, by the Board of Examiners itself.

1. Student Information

Name: ___________________________________________ University No.: | | | | | | | | | |
Programme: □ BSc □ BSc(ActuarSc) □ BSc Exchange# Major(s): ____________________________
Year: ______ Email: ________________________________ Tel: | | | | | | | | | |
Corresponding Address: ____________________________________________________________

2. Information about the course and assessment result to be checked

Course code & title: | | | | | | | | | | | | Overall Grade: ______

<table>
<thead>
<tr>
<th>Item to check (Choose ONE ITEM ONLY per application)#</th>
<th>Current grade / mark^</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1. Overall Grade*</td>
<td>________</td>
</tr>
<tr>
<td>□ 2. Coursework (please specific:____________________)</td>
<td>________</td>
</tr>
<tr>
<td>□ 3. Examination paper</td>
<td>________</td>
</tr>
<tr>
<td>□ 4. Test (Date of test: ____________________________)</td>
<td>________</td>
</tr>
<tr>
<td>□ 5. Others (please specific:________________________)</td>
<td>________</td>
</tr>
</tbody>
</table>

# Please tick the appropriate box.
* Only the total mark of each assessment component shall be involved in the checking of overall grade. Sub-totals of the assessment component(s) shall not be checked. If necessary, please submit a separate application.
^ Please write “Unknown” for the unknown grade/mark.

3. Justification for checking the assessment result

Date: ___________________________ Signature: ___________________________