Kingdom of Saudi
Arabia
Ministry of Education
Jouf University
College of Medicine

جامعة الجوف
Jouf University

Request for rechecking of answer scripts

(Of …….block)

Date of the request:…….

Date of official declaration of the exam result: ……

Student's name (ARABIC):……..……

Student's name (ENGLISH):……..…….

Student's university ID:……..

Do you know that your marks may be decreased, increased or remain unchanged? (YES).

Choose the exam for rechecking:

*** SEQ** *** MEQ** *** OSPE**

*** Midblock SEQs**

Did you request rechecking of answer scripts of other block/blocks this academic year? (YES or NO)

(IF YES) Which block/blocks?.....

(IF YES) Did your grade improve? (YES or NO)

I pledge that all the above- mentioned information is true and if found to be untrue my request will be rejected.

Student's Signature:……..

Kingdom of Saudi
Arabia
Ministry of Education
Jouf University
College of Medicine

Policy for rechecking of answer scripts:

i. **The rechecking of answer scripts will be limited to; ensure that every part in the answer sheet was checked** and have a mark, **ensure that all the marks inside the answer sheet have been transferred** to the cover page **and re-counting of the marks without reevaluation of the questions.**

ii. **The student is allowed to request rechecking of the answer scripts once per year using the specific template. The student is free at this chance to apply for all components of the exam or a single component as long as the questions are SEQs type.**

iii. **If his/her grade is increased, he/she will be allowed to apply for another chance within the same year**.

iv. The unused chance will not be transferred to the next year.

v. The student should submit a rechecking request **to the recorrection coordinator (Dr. Ahmad Taha at aeattia@ju.edu.sa) WITHIN five working days after official declaration of the exam results** accompanied with a valid reason.

vi. **If the interval between official declaration of the exam results and the end of the academic year is less than ten working days,** the student will be ineligible to submit the rechecking request except during the first five working days of the next academic year.

vii. If the student is approved to be **ineligible** to apply for rechecking of the examination papers, his/her **request will be rejected.**

viii. If the student is approved to be **eligible** to apply for rechecking of the examination papers, the Examination and Assessment Unit will form the "Re-correction Committee" **that will comprise of the block/course organizer and the co-organizer/s who will recheck** the scripts, **prepare the two recorrection reports** and **approve them from the head of Examination and Assessment Unit, the vice dean of the academic affairs, and the Dean then send the reports at (aeattia@ju.edu.sa) within one week MAXIMALLY. Reporting the final approved** rechecking **reports** to the Examination and Assessment Unit **(at aeattia@ju.edu.sa) is the task of the block/course organizer within one week MAXIMALLY.**

ix. **The block/course organizer must upload the re-correction policy on black board at the beginning of the block/course and inform the students about it in the block/course introductory lecture.**

x. The academic **advisors must explain the re-correction policy to the students.**

I have read and accepted the policy. Date: …….

Student's Signature:…….…… ……**Phone/Mobile number:**……