



Appeal of Final Grade – Clerical Check

CONDITIONS TO APPLY

Final grade results, particularly failing results, are carefully reviewed prior to issuance. Consequently, it is to be expected that only rarely will there be acceptable justification for further reconsideration.

If you believe there has been an arithmetical error in calculating the final course grade, you may request a clerical check of the final results achieved.

Enrolment Services will check:

- All answers for the final exam or final project/assignment have been marked.
- Marks awarded for the final exam or final project/assignment are correctly added.
- Marks awarded for term work are correctly added.

A clerical check does not include a re-read of the final examination/project/assignment. You must wait for the results of the clerical check before you can apply for the re-read.

When you apply for this service you will receive a confirmation of the clerical check results, together with a copy of your final examination.

POSSIBLE RESULTS

If your submission is accepted and sent for review, possible results include:

- The final grade may remain unchanged
- The final grade may be raised.
- If an error is detected, the final grade may be lowered.
- If your final grade is changed as a result of the clerical check, all fees paid will be refunded in full.

CLERICAL CHECK SERVICE DETAILS

Fee:

\$13 + HST per course

Deadline for submission:

Within three months of the final examination or course completion date

Processing Time:

35 business days

Appeal results will be provided by email

PERSONAL DETAILS

SCS Student Number

(begins with X, followed by 6 digits. You can find your student number on your enrolment confirmation, or in your online account (My Access).

(Given) First Name

(Family) Surname

Daytime Phone Number

Email

COURSE DETAILS

Course Code

Course Name

PAYMENT DETAILS

Payment Type

Credit Card Number

Expiry Date

Name on Card

Signature of Cardholder

Date

INSTRUCTIONS FOR SUBMISSION

Complete this form and submit by:

Fax: 416-978-6666

Mail: Grade Appeal – Clerical Check
University of Toronto
School of Continuing Studies
158 St. George Street
Toronto, ON M5S 2V8

In-person: 158 St. George Street
Front Receptions
(located just south of Bloor Street West on St. George Street)