

GRADE QUERY FORM

This form must be completed in **BLOCK LETTERS ONLY**.

A fee of TT\$50.00, for each query made, must accompany this form. The fee will be acknowledged by a receipt. For each successful query, the related fee will be refunded.

PERSONAL DETAILS			
UTT ID: _____			
Name: _____			
Last Name		First Name	Middle Name
Tel (H): _____		Tel (M): _____	Email: _____
Programme: _____		Option: _____	Status: _____

DETAILS OF QUERY		
COURSE CODE & TITLE <i>(exactly as on the examination card)</i>	INSTRUCTOR	REASON FOR QUERY <i>(State in detail your basis for believing that your mark / grade is not consistent with your performance in the particular assessment / examination)</i>

Student's signature

Date (yr. / mth. / day)

FOR OFFICIAL USE ONLY			
Course Code & Title	Old Grade	New Grade	Comments
			Examiner: _____ _____ _____ Print Name Signature Date
Comments of Provost / Vice Provost: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (reason) _____ Signature: _____ Date: _____			
TO BE COMPLETED BY REGISTRY			
Received by: _____ Print Name Signature Date			
Change made by: _____ Print Name Signature Date			