

Lab Exam Re-evaluate Request Form

When to use this form:

The form on the next page is to be used to request that your response to a particular question or part of a question on a lab exam be re-examined. In order to submit this form you must have checked your response against the posted answer key and grading rule.

It is not appropriate to use this form to register a complaint about the grading rule.

It IS appropriate to use this form if you believe that a particular posted answer is incorrect.

Filling out the form:

Some parts of the form have been filled in for you. **You must fill out all remaining parts of the form.** Be as specific as possible and refer to the exam answer key and grading rule.

If necessary, fill out a second form for additional parts.

Please note that if the grader cannot read your handwriting, the grader has permission to ignore your request.

Please note that forms without team numbers will not be accepted.

Turning in the form:

You must attach the completed form to your original lab exam paper.

The form and exam must be turned in to WY105, where you will ask that it be placed in your lab coach's box. Alternatively, you may give it to your lab coach directly. In either case, the exam and form must be turned in by the due date. (See the form for this date.)

Expecting a response:

Graders will address all requests submitted beginning after the due date. You should receive a reply to your request within one week of the due date. Your lab coach will return your exam to you.

Requests submitted by email will not be addressed or replied to in any way.

Lab Exam Re-examination Request Form

Request Submission Due Date: Friday, November 6, 2009

Exam: Exam Two-Practical

Name: (Please Print Legibly) _____

Team Number: _____

Question Number and Part: _____

Reason for Request: _____

Question Number and Part: _____

Reason for Request: _____

Question Number and Part: _____

Reason for Request: _____

Question Number and Part: _____

Reason for Request: _____
