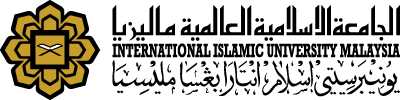
FORM NO: KIRKHS/DDAA–EXAM 10

REVISION NO: 3

LAST REVISED: JULY 2019



**OFFICE OF DEPUTY DEAN (ACADEMIC & INDUSTRIAL LINKAGES)**

**KULLIYYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES**

**CORRECTION OF GRADE FORM**

**SEMESTER \_\_\_\_\_SESSION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **INSTRUCTION**   1. This form is strictly confidential, and it should not be disclosed to students. 2. This form is for an examiner who has reasonable grounds to believe that there was an error while marking an answer script or computing the grade, e.g. error in data entry or grading, misplaced or ungraded assignment. [Source: SAPER 2015, Clause 63 (2)]. 3. If there is no implication on the final grade upon recalculation, please do not proceed with the case. \*   **To Course Instructor**   1. The procedure of change of grade are as follows: 2. Application for correction of grade must be made within TWO (2) WEEKS after the official results announcement. 3. Complete Section A. 4. Attach CAM sheet, validation sheet and any other supporting evidence(s). 5. Submit the completed form to your Head of Department (HOD) for recommendation. 6. Submit the duly signed form to the Office of Deputy Dean Academic Affairs and Industrial Linkages (DDAAIL).    * The case will be deliberated in the Kulliyyah’s Board of Examiners (KBOE) meeting before being endorsed by the Senate. 7. Follow-up with the DDAAIL until the case is endorsed by the Senate. 8. The student’s new grade will be changed upon the Senate’sendorsement.   **To Head of Department (HOD)** 1. Complete Section B and remind the course instructor to collect the form and submit it to DDAAIL by him/herself. |

**SECTION A: TO BE COMPLETED BY THE COURSE INSTRUCTOR**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Student’s Name: | | | | 1. Matric Number: | | |
| 1. Course Code: | 1. Course Title: | | | | 1. Section: | |
| 1. Current Marks/Grade:   CAM MARKS\*  FINAL MARKS  TOTAL MARKS  FINAL GRADE | | | 1. New Marks/Grade:   CAM MARKS  FINAL MARKS  TOTAL MARKS  FINAL GRADE | | | |
| 1. Have you published the course’s CAM marks\* to the student? | | | | | | |
| Yes  If yes, percentage of CAM marks published: \_\_\_\_\_\_\_\_\_% | | | No  If No, please justify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| *Note: CAM must be keyed-in between week 12 and week 14 of the semester and MUST be published to students before the exam period.. Any disputes must be resolved before the final examination.* | | | | | | |
| 1. Reasons for grade change: | | | | | | |
| 1. Course Instructor’s Name: | | 1. Signature: | | | | 1. Date: |

**SECTION B: TO BE COMPLETED BY THE HEAD OF DEPARTMENT (HOD)**

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| Please (√) your decision:  Recommended Not Recommended  If not recommended, please justify: .................................................................................................................................................................................................  ............................................................................................................................................................................................................................................................  Departmental Stamp and Signature of the HOD  Date: …………………………………………. |

**SECTION C: THE DDAAIL RECORD**

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| Processed by: ................................................................  Remark: .........................................................................................................................................................................................................................................  ...........................................................................................................................................................................................................................................................  Signature and Stamp:  Date: …………………………………………. |