

For official use only

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## Grade Explanation Request Form

Students are legally entitled to receive an explanation for their grades. To request an explanation, fill out this form and email it to [eksamen@hlt.no](mailto:eksamen@hlt.no). The request must be made within 2 weeks of the date your grade was made known.

You will normally receive your grade explanation within 10 working days of the request (excluding holidays).

Please note that some teachers automatically provide grade explanations in the Fronter folder where you submitted your essay. This applies mostly to exams which are not anonymous. Before submitting this request, please check to see if you have already been given an explanation.

| Personal information (All fields are mandatory) |                       |               |
|---|-----------------------|---------------|
| First name:                                     | Last name:            |               |
| Student number:                                 | Date of birth:        |               |
| Address:  | Postal code and city: |               |
| Phone:  | Email:                |               |
| Examination                                     |                       |               |
| Course name:                                    | Course code:          |               |
| Type of exam (Take-home exam, life essay etc.): | Ordinary/Makeup:      | Date of exam: |
| Candidate number: (For anonymous exams)         | Grade:                |               |
| Signature                                       |                       |               |
| Date, place:                                    | Signature:            |               |