

For official use only

Date received:	
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Grade Reassessment Form

Before submitting your appeal, please ensure that you have read and understood HLT's regulations: www.nslt.org/examinations > [Laws and Regulations](#). See section 3.13.

Email your completed form to: eksamen@hlt.no. This must be done within 3 weeks of receiving the explanation for your grade.

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, life essay etc.):	Ordinary/Makeup:
Date of exam:	Candidate number: (For anonymous exams)
Grade:	Date you received an explanation for your grade:
Reason for appealing your grade	
Signature	
Date, place:	Signature:

Grade Reassessment - Important Information

If you are appealing the last remaining grade before your diploma is issued, please inform the student administrator via post@hlt.no. The diploma will then be issued after you have received your new grade.

The deadline for appealing a grade is 3 weeks after the explanation for your grade is given. Appeals must be made in writing.

You can only appeal against your grades for written examinations. You cannot appeal against your grades for oral examinations or other types of examinations which, due to the nature of the test, cannot be reassessed. In such cases, please refer to section 3.13. of our [Examination Regulations](#) for further guidance.

When an appeal is made the academic dean will name a new internal and external examiner to carry out a new assessment. The two new examiners will not be informed of your previous result or the explanation given for it.

You will normally receive your new grade and explanation within 6-8 weeks. Any changes to your grade will also be registered in Self Service.

Please note that you cannot appeal against the new grade and that this grade will be the final grade of the examination in question. The new grade may be higher, lower or the same as the original grade. Consider therefore carefully whether you wish to submit an appeal.

Please do not use this form if you wish to make a complaint about procedural errors. In such cases, please fill out an [Error and-Improvement Report](#) via our website.