**Exam Complaint**

You must send the complaint to sap@itu.dk no later than two weeks after the grade is announced.

|  |  |
| --- | --- |
|  |  |
| Name |  |
| Date of birth |  |
| Student number |  |
| ITU email |  |

**Information about the exam**

|  |  |
| --- | --- |
| Course/project:  | Exam date:  |
| Date for the announcement of the grade: | Grade given:  |
| 1. examiner:  |
| 2. examiner:  |
| Censor:  |

**I want to complain about** (choose one or more below)**:**

[ ]  The assessment of the exam.

[ ]  How the examination was conducted.

[ ]  The basis for the examination.

[ ]  Legal matters

**I want to achieve:**[ ]  A new assessment

[ ]  A new examination

**Documentation**

You must enclose a written statement in which you substantiate your complaint. It may be a good idea to describe how your exam answer met the requirements stated in the goal description for the course or project.

|  |  |
| --- | --- |
| **Date**  | **Signature** |