**Exam Complaint**

You must send the complaint to [sap@itu.dk](mailto: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** |