



COUNCIL OF LEGAL EDUCATION  
NORMAN MANLEY LAW SCHOOL

APPLICATION TO REVIEW EXAMINATION AND ASSIGNMENT PAPERS

PROCEDURAL STEPS FOR REVIEW APPLICATIONS

1. Students applying for reviews should familiarize themselves with Regulation 45, and note that they are required to contact the nominee prior to submission of their name.
2. On completion of the Application Form, students should **FIRST** submit the form to Accounts with the requisite fee.
3. Accounts will collect the fee, sign and stamp the form to note proof of payment.
4. Students should then submit the form to the **REGISTRAR'S SECRETARY in Room 1.**

ASSIGNMENT NUMBER	May Examination	August Examination
1 ___ 2 ___ 3 ___	_____	_____

Name of Student \_\_\_\_\_

Name of Course \_\_\_\_\_

Date of Publication of Results \_\_\_\_\_ Date of this Application \_\_\_\_\_

Is the application submitted within the specified time period In accordance with Regulation 45 (6) \_\_\_\_\_

Grade Obtained \_\_\_\_\_ YEAR I \_\_\_\_\_ YEAR II \_\_\_\_\_ TRANSITIONAL \_\_\_\_\_

ID Number (for Assignment) \_\_\_\_\_ Examination Number (May/August) \_\_\_\_\_

Student Contact: Email \_\_\_\_\_ Tel. No. \_\_\_\_\_ or \_\_\_\_\_

Reason for Review (Please attach a concise statement of reasons for requesting a review, if the grade obtained is a "B" or "C"). NO REASONS are required for a grade "D"

FEE: \$J1, 000 Paid \_\_\_\_\_ Name of Nominee (if selected) \_\_\_\_\_

Contact: Tel. No. (for nominee) \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Student \_\_\_\_\_

This form should be submitted not later than a week after the grades have been published.

**A SEPARATE FORM IS REQUIRED FOR EACH REQUEST FOR REVIEW**

**FOR OFFICIAL USE ONLY**

FEES PAID: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ SIGNATURE OF ACCOUNTING OFFICER: \_\_\_\_\_

OUTCOME OF REVIEW: UPGRADED \_\_\_\_\_ NOT UPGRADED \_\_\_\_\_ RESPONSE ISSUED \_\_\_\_\_