[Version 11a]

FACULTY OF MANAGEMENT AND LEADERSHIP

EXAMINATION SCRIPT VIEWING (WITHOUT ASSESSOR) FORM 2011 [EV1]

FAX APPLICATION FORMS AND SUPPORTING DOCUMENTS TO (011) 718 4001 OR EMAIL TO mbaquery@milpark.ac.za

JOHANNESBURG: Tel: (011) 718-4000 Fax: (011) 718-4001
Cnr. Main Road and Landau Terrace, Melville Ext 2, JHB, 2007
PO Box 91714, Auckland Park, 2006
Email: info@milpark.ac.za Website: www.milpark.ac.za

MILPARK BUSINESS SCHOOL

EXAMINATION SCRIPT VIEWING REQUEST:

Each student has the right to view his or her marked examination script. The following rules apply:

- **Students may view their examination scripts at no cost.**
- **Students must apply to view their examination scripts by completing the Exam Viewing (without assessor) form [EV 1]**
- **Scripts can only be viewed on exam viewing days – these will be arranged within 2 weeks after release of final results.**
- **Scripts will be viewed under exam conditions where a desk will be provided in a classroom: the examination paper and the student's script will be provided and no stationery will be allowed. Students are not allowed to send a substitute to view the examination paper.**
- **Viewing will be under the supervision of a member of the full-time senior administrative staff.**
- **No memorandum will be provided.**

PERSONAL DETAILS

Surname
First names
ID or passport
Date of Birth
E-mail address (Compulsory)

Phone
(Work) Code & No.
(Fax) Code & No.
(Home) Code & No.
Cell No. (compulsory)

Student number:
Cohort:

QUERY DETAILS

Qualification name
Module/s name & code
Date of exam sitting

MOTIVATION FOR VIEWING:

Date _____/_____/ 2011 **Signature:** _____

FOR OFFICE USE ONLY

FEEDBACK FROM AC MEETING: _____

SIGNATURE: PROGRAMME MANAGER/AC: _____ **DATE:** _____

FEEDBACK TO STUDENT: _____

_____ **DATE:** _____ **DOCUMENTS ATTACHED** ☐ **SIGNATURE:** _____

ADMIN DEPARTMENT: _____ **DATE:** _____