



## REPORT OF LOST EXAMINATION SCRIPT OR COURSEWORK SUBMISSION (RLEC)

This form is completed by the first examiner, in the case of a lost examination script, and by the course/group lecturer in the case of a lost coursework submission. Submit to the Dean, through the Department Head.

### REPORT OF LOSS

STUDENT'S NAME: \_\_\_\_\_  
*First name* *Last name*

ID NO.: \_\_\_\_\_

FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

LECTURER: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

DUE DATE OF COURSEWORK: \_\_\_\_\_

DATE OF EXAM: \_\_\_\_\_ DATE OF COURSEWORK SUBMISSION: \_\_\_\_\_

MISPLACED ASSIGNMENT:

- examination script – Paper I (or only paper)
- examination script – Paper II / Practical
- coursework – individual submission
- coursework – group submission

EVIDENCE OF SUBMISSION:

- examination receipt
- coursework receipt
- other: \_\_\_\_\_

LECTURER: \_\_\_\_\_  
*Name* *Signature* *Date*

DEPARTMENT HEAD: \_\_\_\_\_  
*Name* *Signature* *Date*

DEAN OF FACULTY: \_\_\_\_\_  
*Name* *Signature* *Date*

## ACTIONS TOWARD RESOLUTION

DATE OF DEAN'S MEETING WITH STUDENT(S): \_\_\_\_\_

STUDENT-PREFERRED RESOLUTION:

- Accept minimum pass mark, where mark fell short by no more than 5% of the pass mark
  - Resit the examination at the very next opportunity, without penalty or incurring payment
  - Take an oral examination on the same topics assessed in the examination
  - Redo the original coursework assignment and resubmit for grading with the same rubric/mark scheme
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DATE OF SPECIAL EXAMS BOARD MEETING: \_\_\_\_\_

MEMBERS OF THE BOARD PRESENT: \_\_\_\_\_

PROVIDED FOR THE BOARD'S CONSIDERATION:

- Student's grades on other coursework pieces in the same course
- Student's progress report
- Class register
- Student's grade on other paper of the same examination (i.e. Paper I / II / practical)
- Other: \_\_\_\_\_

RESOLUTION DETERMINED BY SPECIAL EXAMINATIONS BOARD:

- Accept minimum pass mark
- Resit the examination at the very next opportunity, without penalty or incurring payment
- Take an oral examination on the same topics assessed in the examination
- Redo the original coursework assignment and resubmit for grading with the same rubric/mark scheme.

Due date for this assignment: \_\_\_\_\_

EXAMINATIONS BOARD CHAIR (DEAN):

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*