

Information on script viewing and requesting an additional correction

Do's and don'ts

- Do use the pencil and paper you will be given at your exam script viewing appointment.
- Do keep within your allocated 40 minutes when viewing the scripts and making notes.
- Do take photographs of your exam script if you need to.
- Don't use your own pens—use of ballpoint pens and fountain pens is not permitted!
- Don't make photocopies of the exam script.
- Don't divulge the content of the exam script or share a photo of it with others (see warning below).

Warning:

Exam questions and correctors' remarks are copyright-protected. Any photos you make of your script must not be used for any purpose other than your gaining knowledge of how the corrector marked your exam.

You must not disclose the content of the script to anyone else or publish them on the internet. Doing so may result in criminal charges being brought against you, and you could be sued for damages.



You may, however, authorise someone else to view your exam scripts for you. The person coming in on your behalf must present a **power of attorney and a copy of their ID document** (passport or European ID card). → **Both of these copies must be presented in paper form!**

If, having viewed your exam script, you have reason to believe that the corrector has made a mistake in their initial corrections, you can **request another correction from the examiner**. This request must be made **in writing**.

Your correction request letter should include the following information:

- **Your full name**
- **Street address**
- **Matriculation number**
- **Title of the exam in question**
- **Your rationale for requesting an additional correction**

Your request will only be forwarded to the examiner **if it contains sufficient grounds, i.e. specific and logical reasons** why the examiner should reconsider their assessment. It is not enough to write 'I'm not satisfied with the correction'. If you do not give any reasons for requesting another correction, your request will **not** be sent on to the examiner.

Time frame: after viewing the exam script you have **four weeks** to make the request.

Please submit your correction request to:

- Ms Ossada (Room VW 207, elke.ossada@uni-passau.de) for exams from the **Faculty of Business, Economics and Information Systems** or the **Faculty of Computer Science and Mathematics**
- or—
- Ms Poxrucker (room VW 208b, claudia.poxrucker@uni-passau.de) for exams from the **Faculty of Arts and Humanities**

The examiner will receive your request letter together with the exam script. **You will subsequently be informed in writing about the result of the request for correction.**

If you have further questions, please contact the Examinations Officer for your degree programme.