



SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

Appeal for Scrutiny of Answer Script

Applicant should fill section 1 and submit the application to the Reception counter.

This application is valid for "one module" only.

Rs.1,000/- will be charged per application and valid for one module.

Section 1: Details of Applicant

Full Name :

SLIIT Student Registration Number :

E-mail :

Address :

Student Contact Number :

Year & Semester of the Examination :

Module:

Module Code:

I have read and understood the procedure for scrutiny of Answer Script and the time line provided.

Date:

Signature:

For Office Use Only

Dean (Computing/ Business/ Engineering/ Humanity & Science).....

Please make arrangement to get the answer script of this applicant scrutinized by a lecturer other than the original examiner.

Results should be made available within 10 working days from the date after given below.1st /2nd /3rd /4th year: 1st/2nd Semester:

Module: Module Code:

Lecturer in Charge:

Senior Manager/Examinations: Date:

For Office Use Only

Appointed Lecturer: Designation: Date:

-----Please cut here -----

Your application for scrutiny of Answer Script is hereby acknowledged.

Reply to this application will be sent to the e-mail address provided by the applicant.

If you have not received an email reply after 21 working days, please contact

Computing	– 011-7543131
Engineering	– 011-7543124
Business	– 011-7543370

Module Re-scrutiny requested by:

Student Registration No: Name:

Name & Signature of the Receptionist Date:

I have checked the answer script.

☐ Marks have not been changed.

☐ Marks have been changed, if so,

Old Marks

New Marks

Reason for the change of Marks:

Checked by: Date:

Recommended

*The above mark, if changed must be tabled for the approval of the Senate.

Dean (Computing/ Business/ Engineering/ Humanity & Science) Date:

Informed the student via given Email : Yes/No

Name of officer handling:

Signature: Date:

Administration procedure for Scrutiny of Answer Scripts

1. A form will be issued, at the request of the Applicant.
2. Payment Rs.1,000/- will be charged to assess the application.
3. The Applicant should submit the duly completed application form to the reception at Malabe Campus or Metro Campus.
4. The Reception should forward this application form to the Senior Manager Academic Affairs/ Examinations.
5. The Senior Manager Academic Affairs/ Examination has to forward the application to the Dean of the relevant faculty.
6. After completing the Re-Scrutiny process, the Dean should send back the form to the Senior Manager Academic Affairs/ Examinations.
7. In case of a change in mark, this needs to be tabled at the senate for approval.
8. Approved mark will be communicated to the student by the Senior Manager Examinations via email.