# Approval for Mark Change

**Faculty:**

**Department:**

**Academic Year:**

**Semester:**

Details of mark change

**Student name:**

**ID:**

**Programme of study:**

**Year:**

**Module Code & Name:**

**Module Leader:**

**Assessment:**

**Nature of mark change:**

**Reason for mark change:**

**Supporting evidence:**

**How did this mark change affect student’s status?**

**How will a reoccurrence be prevented?**

## Faculty approval of mark change:

- **ML Signature:**  
  **Date:**

- **HoD Signature:**  
  **Date:**

- **SAR Signature:**  
  **Date:**

- **Dean’s Signature:**  
  **Date:**

## University approval/processing of mark change:

- **Forwarded to Registrar Date:**

- **Approved by Registrar Date:**

- **Mark change confirmed by validating institution (when relevant) Date:**

- **Q&V updated the SRS Date:**

- **Faculty SAR informed that the mark has been changed on the SRS Date:**

- **HoD informed that the mark has been changed on the SRS Date:**