# Procedures of Reviewing Examination Result

i. Students complete an exam enquiry form, which is provided by Program Office or you can download the form from Program websites. Students must send WORD version of Exam Enquiry Form with signature, course title and salutation (Professor's Full Name) back to the official email address of Program Office. The Program Office reserves the right to decline to follow up unsubstantiated enquiries and incomplete form.

ii. The program office transfer enquiry form to the professors if appropriate.

iii. Professors will review and provide the feedbacks on the form and some additional written feedbacks may be provided if professors consider it necessary.

iv. The feedback for examination final assessments will normally be limited to the assessment marks, that is sum of scores of each part is correct or not. The Program Office does not provide students access to their marked examination scripts and partial scores.

v. All queries must be submitted to the Program Office within 7 calendar days (excluding the date of releasing the results) of releasing examination results.

vi. The duration of processing your requirement is two-three weeks from the deadline of submitting Exam Enquiry Form.

**复旦大学 管理学院**
**SCHOOL OF MANAGEMENT**
**FUDAN UNIVERSITY**

# Exam Enquiry Form

| Student Name | |
|---|---|
| Student ID Number | |
| Year of study | |
| Course title | |

## Nature of query

**Clearly explain the nature of your query using additional pages if required. The Program Office reserves the right to decline to follow up unsubstantiated enquiries.**

| Signature of student | | Date | |
|---|---|---|---|

| Office use only | | | |
|---|---|---|---|
| Date received by the Program Office | | Authorized signature | |

## Feedback from examiner

**Result of Review**

**Examiner Signature**

**Additional Feedback (Optional)**

**Examiner Signature**

**All queries must be submitted to the Program Office within 7 days of publication of assessment marks.**