



# Graduate School

## **POLICY REGARDING SCRIPT VIEWING (SV)**

1. A student may apply to view an Exam Answer Book in the event that steps 3, 4 and 5 below were followed.
2. The Script Viewing fee is available in the Prospectus.
3. An application form and relevant fee must have been received for a Result Application (RA) by the published due date.
4. In the event that the student is not satisfied with the outcome of the RA, then an application form and relevant fee for Script Viewing must have been received by the due date.
5. The SV application must state the reason why such an application is made.
6. On approval of such a SV application, the student may view the exam answer book, with the following provisos:-
  - i. The exam answer book will be viewed in the presence of an IMM Graduate School staff member
  - ii. The exam answer book may not be removed from the venue
  - iii. No notes/writing may be added to the answer book
  - iv. No other documents are allowed inside the viewing room
  - v. In order to ensure confidentiality, only the student concerned as well as the IMM Graduate School staff member staff may be present
  - vi. A maximum of one hour viewing time will be allowed per module
  - vii. Prior to the SV, the student will be required to sign a declaration stating that he/she understands the above mentioned provisions and will adhere to these.
7. The purpose of the script viewing is to allow the student to confirm the following:-
  - i. The exam answer book provided is that of the student
  - ii. The exam answer book is intact
  - iii. The exam answer book has been marked in full
  - iv. The marks have correctly been totalled and
  - v. The mark awarded for the exam answer book, together with the assignment (where applicable) was correctly calculated to form the mark appearing on the semester result statement.