If you would like to view an examination script or piece of coursework, you must complete the following section and take this form to the Student Office.

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| **PART A: Request to View** | |
| **Student ID Number:** |  |
| **Student Name:** |  |
| **Degree Programme:** |  |
| **Module Code and Title:** |  |
| **Name of Module Lead:** |  |
| **Which piece of work do you wish to view?**  Include assignment number if relevant) | Coursework / Examination Script / Mid-Term |
| **Reasons for wishing to view the above:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | | |
| **Printed Name:** |  | **Date:** |  |

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| **PART B: To be completed by the Student Office** |

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| **Date Request Received:** |  |
| **Completed by:**  (PLEASE PRINT NAME) |  |
| **Position:** |  |
| **Date work retrieved:** |  |
| **Action Taken:**  (If Any) |  |
| **Script passed to:**  (NAME AND DATE) |  |
| **Script returned to Office:**  (NAME AND DATE) |  |