



**UNIVERSITY OF GUYANA
OFFICE OF THE REGISTRAR
EXAMINATIONS DIVISION**

TEL: 592-222-4920/620-0016 Email: examinations.registry@uog.edu.gy

APPLICATION FOR EXAMINATION REVIEW

Faculty	
Name of Student	
USI	
Examination No.	
Course Code and Name	
Name of Lecturer(s)	
Name of Representative	

Reason for Review

Signature of Student: Date:

FOR OFFICIAL USE ONLY

To be completed by the Examinations Division

Course Code: Signature of Staff: Date:

To be completed by Bursary

Cost of Review: \$10,000.00

Signature of Staff: Date:



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INSTRUCTIONS

Kindly make payments for review to Republic Bank Account Number **962956880181**.

The form and a copy of the receipt should be sent to the examinations.registry@uog.edu.gy with a copy to bursary.fees@uog.edu.gy.

PROCEDURE FOR REVIEW:

When the form is submitted to the Examinations Division the following occurs:

1. It is recorded.
2. A memorandum/letter is sent to the faculty informing same of the application for the review.
3. The faculty identifies a Reviewer and informs the Examinations Division.
4. The Examinations Division prepares the review package and sends same to the Reviewer.
5. The Reviewer returns the review package with his/her report.
6. Report is sent to the Faculty.
7. The Faculty convenes its Faculty Review Board which includes a representative from the Examinations Division to consider and pronounce on the report.
8. The Assistant Registrar, Examinations prepares a Report or the Reviews considered at the meeting and sends same to the Faculty.
9. The Faculty prepares a report under the signature of the Dean for presentation to the Academic Board.
10. The Academic Board as a Board of Examiners considers the report and pronounces on it.
11. The Examinations Division writes to the students informing them of the results of the review.
12. The Examinations Division effects the necessary changes to its records based on the approved results of the review.