



Re-Mark Request Form

Please complete and upload or mail form to CSI:

Address: 200 Wellington Street West, 15th Floor, Toronto, ON, M5V 3C7

PERSONAL INFORMATION *Mandatory Information***** (Please use CAPITAL letters.)

Student Number : Identity Verification: Birthdate (yyyy/mm/dd):

First Name: _____ Last Name: _____

Gender: Female Male Non-Binary Language preference for communication: English French

Your email address is required to provide confirmation and access to CSI tools and resources.

Preferred Email Address: _____ Alternate Email Address: _____

Home Telephone: Business Telephone:

Business Address (If applicable): Branch Transit Number: _____ Employee Number: _____

Job Title: _____ Employer: _____

Street Address: _____ Suite/Floor: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

Home Address

Street Address: _____ Suite/Apt.: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

RE-MARKS

Students who fail an exam may, within four weeks of notification of their failure, request a re-evaluation.

IMPORTANT: Late requests will not be processed.

Please read the information below before submitting your request.

Multiple Choice Exams

All multiple choice exams are scored by the computer. There are protocols in place to identify any technical glitches or errors that may occur and therefore CSI is confident that the posted mark is correct. However if you would still like to request an exam re-marked fees will apply. You will need to fill this form.

Written Exams

Examinations submitted for re-marking will be marked using the same criteria used during the original marking. Examinations undergo a thorough process where one marker (in some cases, two markers) independently marks each examination; as a result, each examination result has been carefully determined and therefore a re-mark is unlikely to produce a different mark. However, if you still like to request an exam re-marked, fees will apply. You will need to fill this form.

CIWM Certification Examination

Examinations submitted for re-marking will be marked using the same criteria used during the original marking. Examinations undergo a thorough process where one marker (at times, two markers) independently marks each examination; as a result, each examination result has been carefully determined and therefore a re-mark is unlikely to produce a different mark. However, if you'd still like to go ahead and have your exam re-marked, we'll be happy to do so; a fee will apply.

Note: Students will not receive a revised Candidate Performance Sheet or additional feedback with their re-mark. Remarks can take up to 30 business days.

RE-MARKS (Continued)

IMPORTANT: Request must be made within four weeks of notification of failure. Late requests will not be processed.

I wrote my (Course name): _____ exam on (Date of exam): _____

- Yes, I would like my multiple-choice exam re-evaluated: \$100*
- Yes, I would like my non-multiple-choice exam re-evaluated: \$150*
- Yes, I would like my CIWM Certification Examination re-evaluated: \$250*

PAYMENT METHOD

All fees are in Canadian funds and can be paid by corporate cheque, Visa, Mastercard or AMEX. Please make corporate cheques payable to CSI Global Education. CSI cannot process forms received without payment information or proper payment.

Please include: Fee Plus Applicable Taxes*

*** NOTE: Please refer to https://www.csi.ca/student/en_ca/student/policies/fees.shtml - Tax Information**

I am paying with a: Corporate Cheque _____ in the amount of: \$ _____

Please charge my: Corporate Customer Account Number (Only if payer is employer) _____ No: _____ \$ _____

I have submitted my payment online

I am aware that I have 5 days to upload this form and supporting documentation (if applicable).

IMPORTANT: As required by Payment Card Industry (PCI), CSI is unable to accept forms (with payment) received by email. Forms received with credit card information via email will be deleted immediately.