



Building Science Specialist Board
 2800-14th Ave., Suite 210
 Markham, ON L3R 0E4
 Tel: 416-491-2886
www.BSSB.com

REQUEST FOR MARK CHECK | RE-MARK

If a student believes that there has been an error in calculating the course mark, he/she may request a “mark check.”

If a student believes an error has been made in the determination of the marks, the student may request a review of marks (a “re-mark”).

The student must fill out a “Request for Mark Check | Re-Mark” form and submit it to the Building Science Specialist Board Office. The fee for this request is \$200.00 + GST/HST.

The Student must first request a supervised viewing of the exam at the Building Science Specialist Board Office. After the viewing should the student feel there was an error in the calculation or determination of the exam marks they should indicate precisely where they think the error has occurred. The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by documentary evidence. The student must do more than simply assert that “I disagree with the marking,” or that “I believe I deserve more marks.”

First Name: _____ Last Name: _____

Designation: _____ Company: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____



Payment: \$200.00 + GST/HST

Cheque enclosed payable to: **Building Science Specialist Board**

Please charge my credit card:   

Card Number | _____ | Expiry Date | ____/____ |

Print Name on Credit Card: | _____ | Signature: | _____ |

Submission of this form indicated the student understands this request may result in no change, an increase or possible decrease to their final mark. Should a change occur the student will be refunded \$125.00 + GST/HST of the fee paid.

Student Signature: _____ Date: _____

Building Science Specialist Board Mark Check/Re-mark Request last updated January 2019



DATE of Supervised Viewing: _____

Statement in support of request. You may attach a separate sheet if necessary.

Decision of BSSB Chair:

No Change - or - Change Final Mark to: _____ % Refund \$125.00 + GST/HST _____ (Date Processed)

Signature of Chair _____ Date Signed by Chair _____