

## Request To View Mid-Term Test Script

- Requests must be made from an RHUL e-mail address **only**.
- We will **not** consider requests made by telephone or from non-RHUL e-mail addresses.
- Requests must be received within **two weeks** of the results being released.
- You must, for data protection reasons, bring suitable photo ID when you come to H209 to collect the document.
- Document(s) will **not**, under any circumstances be released to anyone other than the student in question.
- Hard copies will be obtained from the Admin Office. No scans will be sent via email or posted.
- Scripts will **not** be retrieved and copied on a 'while you wait' basis.
- The turnaround for requests time may be up to one full working week.

Student Name	
Student Number	
Candidate Number	
Course Unit Code	EC
Course Unit Title	
Test Date	

- Email your request to [selena.ou@rhul.ac.uk](mailto:selena.ou@rhul.ac.uk)

Office Use Only

Date Request Received	
Student ID Approved	
Date Retrieved & Copied	
Date Student Contacted	
Date Copy Handed to Student	