

## INSTRUCTIONS FOR THE MATHEMATICS ENTRANCE EXAM APPELLANTS

- You may request a copy of your exam script within 2 working days after publication of the results. You should fill in the “**Exam Script Request Form**” at WIUT Inquiry office desk



- You must have your passport/driving licence or any other valid identity documentation with you;
- The copies of the requested exam script will be provided by the University normally not later than 10 working days;
- You will be informed through the admission system personal cabinet that your exam script is ready;
- After receiving confirmation through your personal cabinet, you may come to the Inquiry office to view the exam script;
- You are encouraged to bring an adviser (e.g. parent/teacher/friend) with you to ensure thorough review of your script. You cannot take copies of the script in any form. The review of the script cannot last longer than 15 minutes;
- After review of the exam script you must fill in “**Exam script review completion form**”, which will be provided to you at the Inquiry office;
- In case if you have noticed any technical mistake in your script you may appeal within three working days after the day of the review of the exam script.
- An appeal must be submitted through filling in the “**Appeal Form**” at WIUT Inquiry office desk (see the map above). To submit an appeal, you must have your passport/driving licence or any other valid identity document with you;
- You may appeal on matters of administrative substance only; you may not appeal against academic judgement;
- The appeals must be submitted in English;
- Appeal will be considered by the University normally within 15 working days and you will be given a letter informing you of the decision taken by the Appeal Panel;
- The Appeal Panel consists of chair of the Panel, one subject specialist, independent observer, and a secretary;
- You will be informed through the admission system personal cabinet that the letter of an appeal outcome is ready;
- You can collect the letter of an appeal outcome from the Inquiry office providing your passport/driving licence or any other valid identity document;
- The outcome of the appeal is final and not a subject to change.