



TTHTI

Trinidad and Tobago
Hospitality and Tourism Institute

**ADMISSIONS &
REGISTRATION
DEPARTMENT**
Telephone: (868) 634-
4250/2146/2147

#ARD009

GRADE QUERY FORM

Please allow at least
2 weeks to process.

ALL INFORMATION MUST BE COMPLETED BEFORE QUERY IS PROCESSED.

STUDENT NAME	PROGRAMME NAME	STUDENT ID
COURSE NAME	COURSE CODE	LECTURER

ASSIGNMENTS		ASSESSMENTS/EXAMINATIONS	
Brief Description & Date Due	Grade Received	Type and Date (e.g. Mid Semester Exam – 11 th Oct.2004)	Grade Received
1. _____ _____	_____	1. _____ _____	_____
2. _____ _____	_____	2. _____ _____	_____
3. _____ _____	_____	3. _____ _____	_____
OVERALL GRADE RECEIVED _____			

REASONS FOR QUERY	
SIGNATURE	DATE

COMMENTS BY THE PROGRAMME HEAD

PROGRAMME HEAD SIGNATURE	DATE
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COMMENTS BY SECOND MARKER (There is a fee attached to this service!!!!)

SECOND MARKER'S SIGNATURE	DATE
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FOR OFFICE USE ONLY

Grade Changed. New Grade _____

Grade Unchanged.

Changed on database by: _____ Date: _____

Feedback Given (Staff Signature): _____ Date: _____

Student's Signature: _____ Date: _____