

**This form is for changing an apprentice's classroom instruction marks based on a re-assessment, or if an individual's marks are entered incorrectly. To correct marks for an entire class or a group of students due to a common error, please complete a form for each apprentice. This form is post-secondary institution use only.**

Post-secondary institution/Training Institution: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Position (e.g., instructor): \_\_\_\_\_

Apprentice Name: \_\_\_\_\_

AIT Apprentice I.D.: \_\_\_\_\_

Apprenticeship Program: \_\_\_\_\_ AIT Class Code: \_\_\_\_\_

For Post-secondary institution Use (optional):

Student ID: \_\_\_\_\_ Institute Class Registration #: \_\_\_\_\_

Change(s) Requested

Section Name (e.g., Safety, Materials, Tools; Lab/Shop; Cutting Project)	Current Mark	New Mark

**Post-secondary Institution Request to Change Marks**  
Apprenticeship and Industry Training

Please indicate below how the apprentice was re-assessed to determine the new mark. If the correction is due to an error, please explain the error. **Note:** Passing the Apprenticeship and Industry Training Industry Exam is not a valid reason to change an apprentice's classroom (theory) or practical mark (e.g., lab/shop).

Date: \_\_\_\_\_

Submit this form electronically to [AIT.ApprenticeClassMarks@gov.ab.ca](mailto:AIT.ApprenticeClassMarks@gov.ab.ca). All forms must be submitted from an email account linked to the post-secondary institution's official web domain (e.g., [name@nait.ca](mailto:name@nait.ca)).