

This form is for changing an apprentice’s technical training 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 for training provider use only.

Training Provider/Training Institution: _____

Requestor Name: _____

Requestor Position (e.g., instructor): _____

Apprentice Name: _____

AIT Apprentice I.D.: _____

Apprenticeship Program: _____ AIT Class Code: _____

For Training Provider 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

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. All forms must be submitted from an email account linked to the training provider’s official web domain (e.g., name@nait.ca).