

FORMAL APPEAL AGAINST ASSESSMENT



You may appeal the mark awarded for an assessment task or final result for a unit if you have evidence that the mark or grade you received is unfair (basis for appeal a, b or c in the table below) or incorrect (basis for appeal d or e in the table below).

Before lodging a formal appeal you must make a **request for Initial Review** of your assessment task with the Unit Coordinator or the relevant staff member responsible for marking the assessment (for work integrated learning or clinical practical units contact the Curtin staff member responsible for coordinating the experience).

If you are dissatisfied with the outcome of the Initial Review review you may lodge a **Formal Appeal Against Assessment** using this form.

If you require assistance with your appeal you can seek advice from the University Counselling and Disability Services, the Curtin Student Guild, academic staff and/or Student Services.

You are entitled to be accompanied by a support person from within the University in any discussions regarding review of your marks or final results. This person may be another student, staff member or member of the Student Guild.

All applications **must** be accompanied by relevant documentation appropriate to the circumstances and included as an attachment to this document.

Basis for Appeal	Documentation Required from Student
a. Assessment method differs from the description in the unit outline	A copy of the unit outline A copy of the assessment description A brief explanation of how the assessment differs from the description in the published unit outline
b. Assessment criteria used to evaluate the work differs from the agreed assessment criteria	A copy of the agreed assessment criteria The original assessment you submitted The assessment criteria used to evaluate your work A brief explanation of how your work shows that you have met the agreed assessment criteria
c. Unfair or biased application of the assessment criteria	A copy of the agreed assessment criteria The original assessment you submitted A brief explanation of how your work shows that you have met the agreed assessment criteria
d. Final result is not equal to the aggregate of the individual assessment components	Evidence of the grade received for each assessment component
e. Inappropriate penalties have been applied	A brief explanation of why you believe the penalty should not be applied, make reference to the appropriate policy for the penalty

You must lodge a formal appeal for an assessment task within 10 working days from the date you were notified of your marks; or for final results, within 10 working days of publication of final results.

YOU MUST COMPLETE ONE OF THESE FORMS FOR EACH ASSESSMENT OR UNIT FINAL RESULT YOU ARE APPEALING

The completed form must be submitted to the Head of School of your enrolling school.

FORMAL APPEAL AGAINST ASSESSMENT



Curtin University

Student Details

Student Name

Student ID

Course

Campus Location

Email

Contact numbers

Unit Details

Unit Name

Unit Code

Unit Coordinator

Appeal Details

This is an appeal of the Final result for this unit

This is an appeal of the result for the assessment

Date your mark was released

I have attempted to but have been unable to organize a discussion of this matter with the relevant staff member prior to lodging this appeal (provide evidence of your efforts to contact staff)

I have had an discussed this matter with

on _____ but it has not been resolved to my satisfaction

I understand that if my work is remarked, the outcome of this appeal may be that my mark may increase, decrease or stay the same.

Grounds for Application (if more space is required please use an attachment)

Date you submitted this form

RESPONSE TO FORMAL APPEAL AGAINST ASSESSMENT

The Head of School shall notify the student of the outcome of their Formal Appeal Against Assessment **within three working days** of the decision.

Your appeal has been upheld.

The following amendments to the record of your assessment results for this unit have been made:

Mark for the Assessment

Final Mark

Your appeal has been considered and there will be no change to the your record of assessment results. Reason for NOT GRANTING the appeal

A student who can show evidence that the appeal has not been fairly assessed by the Head of School may request further review by the relevant Faculty Pro Vice-Chancellor.

The request must be made in writing and must be lodged within five working days of this date of notification

Signature of Head of School

Date