

APPEAL AGAINST ASSESSMENT

1. PERSONAL DETAILS

Student Number _____
Family Name _____
Given Name/s _____
Contact Telephone _____ Fax _____

2. CHECKLIST

Have you:

- Made an appointment and discussed the matter with your unit controller
- Completed all the requirements for the unit up to and including the work under dispute

3. COURSE/UNIT DETAILS

Course/Study Package Code _____ Course Title _____
Unit/Component Package Code _____ Unit Title _____
Unit Controller's Name _____
Lecturer/Tutor's Name _____

4. BASIS FOR APPEAL (Please tick appropriate section/s)

- Grade not based on agreed assessment criteria
- Assessment method at variance with statement on unit outline
- Unfair grade based on stated criteria and quality of work
- Work handed in on time was not marked
- Other reason (please specify)
- _____

5.

I have discussed this appeal with _____
(Unit Controller/Head of School)

Signature _____ Date _____

6. SUPPORTING STATEMENT

Attach a copy of the relevant part of the unit outline if applicable. Identify the work under dispute and indicate those areas you believe warrant attention. Include a copy of progressive assessment material if appropriate.

- 7. POLICY** (For the complete Policy, please see the front of the Curtin Calendar)
- Disputed results should be discussed with the unit controller and resolution sought prior to the application of a formal appeal.
 - Students and staff may be accompanied by any other person from within the University when informally discussing the appeal, if they wish.
 - With respect to those courses that include clinical or industry-based practical units, the appropriate staff member/s means the person coordinating the practical experience, or the person directly responsible for liaising between the unit and the University.
 - This policy applies to all units offered by the University except Masters and Doctoral thesis units.
 - If there are reasonable grounds, the student may appeal against any formal assessment (as shown in the unit outline) that contributes to the final result.
 - Application for an appeal must be lodged with the Head of School or Unit Coordinator.
 - A student may seek assistance and advice in preparing their appeal.

- 8. PROCEDURE**
- The appeal must be lodged within 14 calendar days of the date the mark for assessment task was notified to the student or the final result was published.
 - If for any reason you are unable to discuss this appeal with the unit controller, you should make an appointment to see the Head of School.
 - If you require assistance with your appeal you can speak to either University Counselling Services or the Student Guild.

PLEASE TAKE THIS COMPLETED FORM, ALONG WITH ANY ATTACHMENTS TO YOUR SCHOOL

RECEIPT

Student Name _____

Unit Name _____

Date Received _____ Received by (Signature) _____