

Formal Appeal Against Assessment



You may appeal the mark awarded for an individual assessment task or the final mark for a unit if you have evidence that the mark or grade you received is inaccurate. **Before lodging a formal appeal you are encouraged to discuss your concerns with your Unit Coordinator or the relevant staff member responsible for marking the assessment.**

Where this seems warranted, the Unit Coordinator will arrange for the work to be re-marked and will notify you of the outcome. 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. If you are dissatisfied with the outcome of the initial review you may lodge a **formal appeal against assessment** using this form.

You must lodge this formal appeal within 10 working days from the date you were notified of the mark you are appealing

APPLICANT'S DETAILS

Student ID

Given Name/s Surname

Student email Contact Number

Course Campus Location

APPEAL DETAILS (of the unit you wish to appeal against assessment)

Unit Code Unit Name

Unit Coordinator Name

Are you appealing with Final Mark for your unit? *YES NO

If yes what is the Final Mark you received?

Are you appealing the mark awarded for an individual assessment task? *YES NO

If yes what is the name of the assessment:

What is the mark you received:

* If you are appealing the mark for your final assessment item you do not need to also appeal your Final Mark. If successful your Final Mark will be adjusted accordingly.

GROUND'S FOR APPEAL (attach additional document/s if required)

Please detail your evidence that the mark for your assessment or final mark for your unit is inaccurate:

Formal Appeal Against Assessment



STUDENT DECLARATION (please tick each statement)

All the information I have provided on this application is true and accurate to the best of my knowledge.
By submitting this form I acknowledge that 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.

Student Signature: _____ Date submitted: _____

Please email this form to the Head of School of your enrolling School.

RESPONSE TO FORMAL APPEAL AGAINST ASSESSMENT (to be completed by the Head of School)

The Head of School shall notify the student of the outcome of their Formal Appeal Against Assessment within **ten working days** of receipt of the appeal or within **3 working days** of a decision being made.

I confirm I have reviewed all the information provided by the student and have consulted with the appropriate staff involved in determining the original mark awarded for the assessment of the Final Mark being appealed.

I have determined that it is appropriate for the student's marks to be reviewed.

If the student has raised valid concerns about possible bias in the original marking, I have provided the student with a list of staff able to mark the work and allowed the student to select a marker from the list. The Unit Coordinator has also selected a marker and the outcome below is an average of the two closest marks from the three marks awarded.

Original Mark Revised Mark

Reason for change:

I confirm that where a student has already been issued with their Final Mark for the unit, I have requested the change of results on the student records system and have reviewed the students' academic status where required.

OR

I decline this application for the student's marks to be reviewed (please provide reasons below)

I confirm that the student will be notified of the outcome of their appeal via Official Communication Channel (OCC) including where applicable, any changes to marks or academic status.

Head of School Name:

Head of School Signature: _____ Date submitted: _____