

REVIEW OF ASSESSMENT MARK

APPLICATION

This form is to be used if you consider that the mark that you have received for an assessment task is incorrect, based on one of the criteria listed below.

In order for this application to be considered:

- It must be submitted within 5 working days of the return of the marked assessment item, unless there are extenuating circumstances, which must be documented;
- you must have already discussed your marked assessment task with your Unit Coordinator/lecturer;
- one or more of the grounds for consideration must be nominated and justified. Students should note that the grounds for application are limited to the five criteria listed below;
- where appropriate, relevant documentation, including any correspondence with your Unit Coordinator must be included with this application.

Refer to the *Assessment Procedure (HE Coursework)* for further information about requesting a re-mark.

Submission Instructions: Once completed, submit this form by email to the relevant Head of School for your course.

STUDENT DETAILS

| | | | | | |
|--------|----------------------|--------------------|----------------------|----------------|----------------------|
| Title: | <input type="text"/> | Surname: | <input type="text"/> | Given Name(s): | <input type="text"/> |
| | | Student ID Number: | <input type="text"/> | Phone: | <input type="text"/> |
| | | Course: | <input type="text"/> | | |

ASSESSMENT DETAILS

| | | |
|---------------------------------|----------------------|----------------------------|
| Unit Code: | Unit Title: | Unit Coordinator/Lecturer: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Assessment Task: | <input type="text"/> | |
| Group Members (if relevant): | <input type="text"/> | |

GROUND FOR A REVIEW OF MARK

- ☐ The Unit Information, Unit Outline, marking rubric and/or Moodle was not prepared in accordance with the Assessment Policy or Procedure.
- ☐ The assessment requirements specified in the Unit Information, Unit Outline, marking rubric and/or Moodle were varied in an unreasonable way.
- ☐ The assessment requirements specified in the Unit Information, Unit Outline, marking rubric and/or Moodle were unreasonably or unfairly applied to my assessment.
- ☐ There was a discrepancy between the feedback and the mark received.
- ☐ Previously approved assessment adjustments have not received appropriate consideration.

Explanation of the grounds for application indicated above:

If appropriate, relevant and verifiable documentation must be included with this application. List documentation attached:

STUDENT CONFIRMATION

☐ I confirm that I have discussed the marked assessment task and the rubric with my Unit Coordinator.

☐ I understand that:

- my application for a re-mark will not necessarily be approved
- only a single re-mark will be permitted
- the result of the re-mark will be recorded as the final mark for this assessment task, irrespective of its position relative to the original mark
- it is not possible to appeal this decision further via the Appeals process
- by submitting this form, I am confirming that all the details are correct.

HEAD OF SCHOOL USE ONLY

Approved ☒ Not approved ☐ By: _____ Date: _____

Notes:
