

## APPEAL AGAINST ASSESSMENT

### 1. PERSONAL DETAIL

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

### 2. CHECKLIST

Have you:

- Made an appointment and discussed the matter with an academic officer
- 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 Coordinator'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 \_\_\_\_\_ (Academic Officer)

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,

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**7. POLICY**

- Disputed results should be discussed with an Academic Officer 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.
- 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 you require assistance with your appeal you can speak to an Academic Officer.

<b>For Office of Pro Vice-Chancellor Use</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<p style="margin: 0;"><b>Examination Board Endorsement</b></p> <p style="margin: 5px 0 0 20px;">Date Submitted _____</p> <p style="margin: 5px 0 0 20px;">Date Endorsed _____</p>	
Pro Vice-Chancellor's Signature / Date		
<input type="checkbox"/> Record Updated <input type="checkbox"/> Student Notified	Date _____	