

Request to Appeal Assessment Mark

Assessment appeals: If a student is dissatisfied with an assessment result, students should approach the Program Coordinator/ Academic Director/Head of Studies in the first instance to informally discuss and/or request a review of that assessment.

If a formal request to review is to be undertaken, students are to present a case in writing arguing that the original marking was unfair or inconsistent with marking guidelines. The request for a review must be made within 5 working days of the release of the academic result. **The reviewed assessment grade will be taken as final and it may be a lower mark.**

If the students remain dissatisfied with the outcome of the review, students can lodge a formal grievance in writing

Student Details

Given Name(s)		Family Name:	
Email:		Mobile:	
Student No:	Session Group:	Course: <input type="checkbox"/> BDes	<input type="checkbox"/> MDes
Specialisation <input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	Campus <input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne

Assessment appeal details:

Please outline your reasons and why your assessment should be appealed:

Subject academic appeal is related to (advise subject name/assessment no):

Have you previously requested to informally resolve the assessment outcome? No / Yes

Date: _____ Discussed with: _____

Notes / Outcome: _____

Declaration: I declare that the information provided is true and correct.

Student Signature:

Date:

Office use only:

Received by: _____ Date: _____

Updated: Database Filed _____ Date: _____
