

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:		Family Name:			
Email:		Phone:			
Student No:	Session Group:	Course:	<input type="checkbox"/> BDes	<input type="checkbox"/> MDes	
Specialisation:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> Styling	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? Yes / No

Date:	Discussed with:	Notes/Outcome:
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Student Declaration

I declare that the information provided is true and correct.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Received by:	Date:
Updated: <input type="checkbox"/> Database <input type="checkbox"/> Filed	Date: