

REQUEST TO APPEAL ASSESSMENT RESULT

Assessment appeals: If a student is dissatisfied with an assessment result, they should approach the Program Coordinator / Academic Director 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 five (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 / grade.**

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:
Student No:	Session Group (if applicable):
<input type="checkbox"/> Bachelor of Design <input type="checkbox"/> Master of Design <input type="checkbox"/> Certificate III in Design Fundamentals	
Campus:	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne

Assessment Appeal Details

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

Assessment appeal is related to: (specify subject / unit name/assessment no):

☐ Yes / ☐ No

Have you previously requested to informally resolve the assessment outcome?

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: