

## 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):

☐ Bachelor of Design ☐ Master of Design ☐ Certificate III in Design Fundamentals ☐ UCert

Campus:

☐ Sydney

☐ Melbourne

☐ Brisbane

### 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):

Have you previously requested to informally resolve the assessment outcome?

☐ Yes / ☐ No

Date:

Discussed with:

Notes/Outcome:

### Student Declaration

☐ I declare that the information provided is true and correct.

Student Signature:

Date:

### OFFICE USE ONLY

Received by:

Date:

Updated:

☐ Database

☐ Filed

Date: