



Appeal for review of assessment mark

Following consultation with the lecturer, I believe the result is incorrect or unfair and would like to have my mark reviewed

Description of appeal: _____

The Head of Program will review the appeal and may request the student to attend an interview.

Review Outcome

Outcome of review and comments

Head of Program signature: _____

Student signature: _____

Registrar signature: _____

Order of Procedure:

1. Request for review of an assessment task is received by Registrar and forwarded to head of program (all requests must be submitted within five days of student receiving assessment result).
2. Head of program reviews request. If approved, request is forwarded to subject lecturer.
3. Subject lecturer reviews assessment with student.
4. Student to submit request for further review to head of program within two days of consultation with subject lecturer.
5. Head of Program will review final request and advise outcome.