



# Request for Appeal of Final Exam Grades

---

Family Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Given Name: \_\_\_\_\_ Course Enrolled: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Document Attached: \_\_\_\_\_

---

***Please Read Academic Handbook – Section 17 – “Appeals and Grievance Resolution Policy” Appendix 1***

A student who does not believe their final grade in a unit of study is an accurate reflection of their performance, and has grounds for such a claim may apply to have their grade reviewed. *Grounds for review are limited to:*

- *The Unit lecturer did not provide the SOW as required*
- *The assessment requirements as specified in the Scheme of Works were varied in an unreasonable way*
- *A clerical or marking error occurred*
- *Due regard has not been paid to the evidence of illness or misadventure that was submitted by the specified date*
- *The student has been disadvantaged in some way due to the conduct of the final examination*
- *The examiner’s judgment was not objectively applied because of prejudice against the individual.*

A written request must be made within 5 working days after the release of results and returned to Student Services (email: [studentservices@icms.edu.au](mailto:studentservices@icms.edu.au)). Appeals can only be made on one or more of the grounds for appeal listed in the Academic Handbook.

Subject name/ code: \_\_\_\_\_

Reason for Appeal:

---



---



---



---



---

Date: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student Administration Signature: \_\_\_\_\_