

APPLICATION FOR AN INFORMAL APPEAL OF RESULT

For appealing in-class assessments

To be used if you are dissatisfied with the mark of an in-class assessment.

Before completing this form you must read the Appeals Policy found at <http://www.curtincollege.edu.au/policies-curtin>

Procedure

1. Fill in the details on this form
2. Submit this form with the assessment piece that is to be re-evaluated to your lecturer within 7 days of the publication of the marks for the assessment item in question.
3. The lecturer will respond within 7 days.
4. If you are satisfied with the outcome no further action is required.
5. If you are dissatisfied with the outcome of your appeal and wish to take the matter further please refer to 5.1.2 of the Appeals Policy.

Student ID:

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Family Name:

Given Name/s:

Contact Number:

Mobile:

Address:

I request a review of an assessment result in:

Unit Code	Unit Title	Grade/Mark	Lecturer's Names

Nature of assessment against which appeal is being lodged (tick appropriate box/es)

- Assessment Oral Presentation Other, please specify: _____

Grounds for the appeal:

- The result was not determined by the assessment method specified in the relevant unit outline;
- Perceived bias affecting the assessment;
- Incorrect advice from staff teaching the unit affecting the assessment;
- Other reasons (please describe your reason below) *Reasons such as 'I need more marks to pass' or 'I expected a better mark' will not be accepted.* Attach additional information and evidence if required.

Additional comments:

I confirm that I have read Section 5.1 of the Appeals Policy

Student Signature: _____

Date: _____

OFFICE USE ONLY: TO BE FILLED IN BY THE LECTURER

Name of Lecturer _____

Outcome of appeal- Successful Unsuccessful

Reasons _____

Lecturer Signature _____

Student Notified

Yes

No

Grade Changed

Yes

No

Revised Grade _____