

Application for Formal Appeal Of Result Form

To be used if you are dissatisfied with your Final Grade or if you are dissatisfied with the outcome of the Informal Appeal of Result. Before completing this form you must read the Section 5.2.2 (for final results) or Section 5.1.3 (for In class assessments) of the **Appeals Policy** available on the Curtin College website: <http://www.curtincollege.edu.au/policies-curtin>

Procedure

Appealing the outcome of an Informal Appeal of Result

1. Fill in the details on this form
2. Submit this form to reception with the outcome of the 'Informal Appeal of Result' within 7 working days of receiving the outcome of the informal appeal.*
3. Your application will be reviewed and you will receive a response within 7 working days of receipt.
4. Check your student portal email and wait for the outcome of your appeal.

Appealing Final Grade

1. Fill in the details on this form
2. Submit the form to reception within 10 working days of receiving your final result.
3. Your application will be reviewed and you will receive a response within 10 working days of receipt.
4. Check your student portal email and wait for the outcome of your appeal.

*In cases where students have been unable to undertake an Informal Appeal of Results, a student must provide evidence that they have made a serious attempt to contact their Lecturer, but were unable to do so. This must be supported with a printout of email or messages from the Curtin College Student Portal email account

- If you are satisfied with the outcome no further action is required.
- If you are dissatisfied with the outcome of your formal appeal, please refer to the Appeals Policy for further information.

Student ID:			
Family name:			
Given names:			
Date of Birth:		Phone:	

I request a review of an assessment result in:

Unit Code	Unit Title	Grade/Mark	Lecturer's Name

I have attend the examination or completed the final assignment for this unit? Yes No Not Applicable

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

- Exam result Final Grade
 Assessment Oral Presentation Other, please specify: _____

Date assessment result or Informal Appeal result was advised to student: _____

Grounds for the appeal:

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 the Appeals Policy.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Name of Reviewer: _____ Outcome of appeal: Successful Unsuccessful

Reasons _____

Revised Grade _____ Marker Signature _____

Approval Signature _____ Date _____

Academic Services – Student Notified Yes No Grade/Condition status Changed Yes No