

Application for Formal Review of Result (Singapore)

This form is intended for use by students who are dissatisfied with the outcome of an Informal Review of Assessment completed during the study period, or who wish to initiate a Formal Review of a final examination or unit assessment.

Procedure

1. Read the [Assessment Policy](#) and the [Assessment Procedure](#), which are available on the Curtin College website (<https://www.curtincollege.edu.au/current-students/essential-information/policies-procedures-forms/>).
2. Complete this form.
3. Attach the outcome of the Informal Review process (not applicable to final examination / assessment).
4. Email the completed form to assessments@curtin.edu.sg within ten (10) working days of the notification of assessment result by Curtin Singapore.
5. Your application will be reviewed, and you will receive a response within ten (10) working days of receipt.
6. If you are satisfied with the outcome, no further action is required. If you are dissatisfied with the outcome of the formal review of your result, please refer to the [Appeals Procedure](#) for further information.

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

I request a formal review of my assessment result in:

Unit Code	Unit Title	Teacher's Name

Assessment Name	Grade/Mark

I have attended 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)

Assessment Mark /Grade Other, please specify: _____

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

Reason for Formal Review request:

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.

I confirm that I have read and understand the [Assessment Policy](#) and the [Assessment Procedure](#)

Student Signature: _____ Date: _____