

# Application for Informal Review of Result (Singapore)

This form is intended for students who wish to contest an assessment result received during the study period

## 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. Email the completed form to [assessments@curtin.edu.sg](mailto:assessments@curtin.edu.sg) within seven (7) working days of the notification of assessment result by Curtin Singapore.
4. Your application will be reviewed, and you will receive a response within seven (7) working days of receipt.
5. If you are satisfied with the outcome, no further action is required. If you are dissatisfied with the outcome of the informal review of your result, you may submit an Application for a Formal Review – please refer to the [Assessment Procedure](#) for further information.

<b>Student ID:</b>			
<b>Family name:</b>			
<b>Given names:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>		<b>Phone:</b>	

I request a formal review of my assessment result in:

Unit Code	Unit Title	Teacher's Name

  

Assessment Name	Grade/Mark

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

- Assessment Mark /Grade                       Other, please specify: \_\_\_\_\_

**Reason for an Informal 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: \_\_\_\_\_