

REVIEW OF RESULTS APPLICATION INFORMATION



UNSW
AUSTRALIA

Canberra

NOTES FOR GUIDANCE

The application for the review of results must be submitted to UNSW Canberra Student Administrative Services, no later than five working days after the return of the piece of work, or, in the case of an examination, no later than five working days from the date results are released.

You may make an application for the review of a result for any piece of assessment.

You should be aware that a review of results **may lead to a mark going up or down.**

Re-enrolment should proceed on the basis that the result will remain unchanged; an enrolment variation can be made later if necessary.

You may apply for one, or both of the following:

A) **Checking a mark**

- The Course Authority checks that all components of the assessment have been assessed and that a mark has been assigned for each component.
- This is not a re-assessment but a mathematical check to ensure there has been no error in assignment of marks or in the calculation of the final mark.

B) **Re-assessment**

- You may apply for re-assessment only after you have discussed your performance in the course with your lecturer or the Program Authority.
- The Program Authority completely re-assesses a piece of work, including examination papers.
- You are required to provide sufficient grounds to the Program Authority to justify your request for re-assessment.
- Where insufficient grounds for re-assessment are given, the Assessment Review Group of the Faculty may decline your application for re-assessment.

After discussion with your lecturer or program authority you will need to:

1. Complete the application form (overleaf)
2. Submit the completed application form to **Student Administrative Services**

Incomplete applications, those not providing all the required documentation and/or certification required will not be accepted.

WHAT HAPPENS NEXT

Your application will then be sent to the program authority to obtain their authorisation for re-assessment. If a recommendation for reassessment is provided from the program authority, they will arrange for your work to be re-assessed or checked, usually by another member of staff.

When your work has been Re-assessed or Checked, your Program Authority will notify Student Administrative Services of the Re-assessed/Checked mark and final grade amendment if applicable.

Student Administrative Services will notify you of the result of your application by email to your student email account. Student Administrative Services will also update your overall mark/grade in the course if the re-assessment resulted in a change.

Depending on the complexity of your re-assessment and the availability of an alternate marker. Applications should usually be finalised within two weeks.

If you have any questions regarding your application you can contact Student Administrative Services on 02 5114 5000 or email sas@adfa.edu.au

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Please complete all relevant sections of this form before submitting it to Student Administrative Services

STUDENT SECTION – Student to Complete

Student ID:

Family Name:

First Name:

Email Address:

Phone:

Program Code:

Program (Degree):

REVIEW OF RESULTS REQUEST DETAILS – Student to Complete

Course Code:

Course Name:

Assessment Item (eg Final Exam, Assignment, etc):

Assessment Item Due Date:

Current Mark of Assessment Item:

Current Overall Mark/Grade in Course (if finalised):

Review of Results Requested Action: **Check Mark / Re-assessment**

Reason for requesting the piece of work to be reviewed:

INFORMATION FOR SCHOOL STAFF

Students may apply to have a piece of work re-assessed but must first discuss their performance in the course with their lecturer or Program Authority.

If the lecturer or Program Authority supports the student's request for re-assessment, Section 2 of the form (overleaf) should be completed.

Good practice is for the piece of work to be re-assessed by another member of staff.

If after discussion the student still has reason to believe that the mark received does not reflect their performance, but the lecturer or Program Authority disagrees, then the application should be forwarded to the Head of School for consideration.

If the Review of Result changes the overall mark in course after results have been finalised for the semester, a Result Amendment Form must be submitted to Student Administrative Services.

In cases where the Head of School does not feel that sufficient grounds have been given to justify re-assessment this should be stated in Section 2 below and circulated to the Dean and Presiding Member for approval.

Re-assessment can result in a mark going up or down or remaining unchanged.

This completed form will be returned to the student for feedback.

PROGRAM AUTHORITY RECOMMENDATION ON RE-ASSESSMENT – Program Authority to Complete

Date Student Consulted with Course Authority:

The Result of the Piece of Work:

Is Re-Assessment Recommended:

Comments:

Name:

Position:

Signature:

School:

I. REASSESSMENT COMPLETED – To be completed by marker of re-assessment

Mark of assessment item BEFORE review:	Mark of assessment item AFTER review:
Final overall mark in course:	Grade:

Explanation of outcome of re-assessment:

Name of marker:

Signature:

Date:

Approved by Head of School:

Signature

Date

2. RE-ASSESSMENT NOT JUSTIFIED - To be completed by Head of School

Please state reason why re-assessment is not justified and circulate to the Rector, the Presiding Member and Student Administrative Services. Student Administrative Services will notify the student of the outcome.

Approved by Head of School:

Signature

Date