

# APPLICATION FOR REMARK OF ASSESSMENT

This form is to be completed as per section 4.2.11 of the [Student Assessment and Progress Policy](#). To appeal against a result for an individual assessment task and/or the unit as a whole, this form must be completed and submitted to the course coordinator within 14 working days of notification of the official result.

FAMILY NAME (BLOCK LETTERS)

STUDENT IDENTITY NO.

CAMPUS

OTHER NAMES

YEAR

SEMESTER

COURSE CODE

COURSE NAME

UNIT CODE

UNIT NAME

COURSE COORDINATOR

UNIT COORDINATOR

Assessment To Be Remarkd - Please Tick

End of Semester Result     Exam     Assignment     Report

Other Please Specify \_\_\_\_\_

Please provide **comprehensive** details as to why this remark should occur. Remark consideration will only be given to applications with compelling reasons.

Reason 1. \_\_\_\_\_

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Reason 2. \_\_\_\_\_

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Reason 3. \_\_\_\_\_

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STUDENT SIGNATURE: .....

Date: ...../...../.....

Remark of Assessment Granted YES  NO  If NO, reason/s for rejection of remark stated below:

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Signature: .....  
Course Coordinator

Date: ...../...../.....

**REMARK OF UNIT AS A WHOLE - TO BE COMPLETED BY COURSE COORDINATOR**

Date of remark completed:...../...../.....		Result to be amended Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, only course coordinator needs to sign)	
Name of assessor _____			
Reason/s why result has/has not been changed. _____			
Original Unit Mark	<input type="text"/>	(%)	Amended Unit Mark <input type="text"/>
			(%)
.....	.....	.....	.....
Signature (Course Coordinator)	Date	Course Coordinator name	Signature (Chairperson ASPB)
			Date ASPB Chairperson name

**REMARK OF INDIVIDUAL ASSESSMENT TASK - TO BE COMPLETED BY COURSE COORDINATOR**

Date of remark completed:...../...../.....		Result to be amended Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of assessor _____			
Reason/s why result has/has not been changed. _____			
Original Assessment Task Mark	<input type="text"/>	Amended Assessment Task Mark	<input type="text"/>
Original Unit Mark (%)	<input type="text"/>	Amended Unit Mark (%)	<input type="text"/>
(If applicable)		(If applicable)	
.....	.....	.....	.....
Signature (Course Coordinator)	Date	Course Coordinator name	Signature (Chairperson ASPB)
			Date ASPB Chairperson name

**Note: 1. ASPB Chair to sign only if unit mark changes.**

**APPLICATION FOR REMARK OF ASSESSMENT — PROCEDURES**

**STUDENT PROCEDURES: SIGN AND SUBMIT COMPLETED APPLICATION TO THE COURSE COORDINATOR.**

**STAFF PROCEDURES**

1. Course Coordinator decides whether or not remark is to be granted and clearly indicates reason/s on form.
2. Course Coordinator to sign and date form.
3. If remark is rejected, reason/s to be stated on this form and submit form to Faculty Student Administration Office.
4. If Course Coordinator is also the Unit Coordinator the above (1,2,3) will be assumed by the Head of School or his/her nominee

**If application is for a remark for the unit as a whole:**

1. If remark is granted, remark to be undertaken by staff member who is not the original assessor .
2. If remark is granted and final unit mark needs to be changed, course coordinator to amend mark on the form and sign the form. ASPB Chairperson to countersign form . Submit form to Faculty Student Administration office.
3. If remark is granted and unit mark does not change, Course Coordinator to give reason/s, sign and send this form to Faculty Student Administration Office.

**If application is for a remark of an individual assessment task:**

1. If remark is granted, remark to be undertaken by staff member who is not the original assessor .
2. If remark is granted and assessment task mark needs to be changed ( and where this request for remark has occurred prior to finalisation of unit mark), course coordinator to amend mark, sign form and send form to Faculty Student Administration office.
3. If remark is granted and the final unit mark needs to be changed, Course Coordinator to amend mark and sign the form, ASPB Chairperson to countersign . Submit form to Faculty Student Administration office.