

# APPLICATION FOR REMARK OF ASSESSMENT

This form is to be completed as per section C of the [Assessment for Learning: Review of Individual outcomes procedure \(HE\)](#). 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 Student Services within **5 working days** of notification of the official result.

FAMILY NAME (BLOCK LETTERS) <input style="width: 95%; height: 25px;" type="text"/>	STUDENTNO. <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	CAMPUS <input style="width: 95%; height: 25px;" type="text"/>
OTHER NAMES <input style="width: 95%; height: 25px;" type="text"/>	YEAR <input style="width: 80%; height: 25px; text-align: center;" type="text" value="20"/>	SEMESTER/BLOCK <input style="width: 95%; height: 25px;" type="text"/>
COURSE CODE <input style="width: 100%; height: 25px;" type="text"/>	COURSE NAME <input style="width: 95%; height: 25px;" type="text"/>	
UNIT CODE <input style="width: 100%; height: 25px;" type="text"/>	UNIT NAME <input style="width: 95%; height: 25px;" type="text"/>	
TEACHING STAFF <input style="width: 95%; height: 25px;" type="text"/>	UNIT COORDINATOR/CONVENOR <input style="width: 95%; height: 25px;" type="text"/>	

**Assessment to Be Remarkd - Please Tick**

End of Semester Result   
  Exam   
  Report   
  Assignment [Please specify which one]

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

Please provide **comprehensive** details related to the specific criteria of the particular assessment task under appeal with concerns and reasons for the appeal clearly set out. Assessments will only be remarked if there are compelling reasons. **[BLOCK LETTERS]**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**STUDENT SIGNATURE:** ..... **Date:** ...../...../.....

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

\_\_\_\_\_

\_\_\_\_\_

**Signature:** ..... **Date:** ...../...../.....

Course Leader

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

Date of remark completed: ...../...../..... Result to be amended Yes  No  (If no, only course leader needs to sign)

Name of assessor \_\_\_\_\_

Reason/s why result has/has not been changed. \_\_\_\_\_

Original Unit Mark  (%) Amended Unit Mark  (%)

.....  
Signature Course Leader Date Print Name Signature UoS Coordinator Date Print Name

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

Date of remark completed: ...../...../..... Result to be amended Yes  No

Name of assessor \_\_\_\_\_

Reason/s why result has/has not been changed. \_\_\_\_\_

Original Assessment Task Mark  Amended Assessment Task Mark

Original Unit Mark (%) (If applicable)  Amended Unit Mark (%) (If applicable)

.....  
Signature Course Leader Date Name Signature of UoS Coordinator Date UoS Coordinator name

**APPLICATION FOR REMARK OF ASSESSMENT—PROCEDURES**

**STUDENT PROCEDURES: SIGN AND SUBMIT COMPLETED APPLICATION TO STUDENT SERVICES WHO WILL RECORD THE REQUEST AND FORWARD ONTO THE RELEVANT COURSE LEADER FOR CONSIDERATION AND ACTION.**

**STAFF PROCEDURES**

1. Course Leader decides whether or not remark is to be granted and clearly indicates reason/s on form.
2. Course Leader to sign and date form.
3. If remark is rejected, reason/s to be stated on this form and submit form to Student Service Centre
4. If Course Leader is also the Unit Leader the above (1,2,3) will be assumed by the Director of Teaching and Learning 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 Leader to amend mark on the form and sign the form. UoS coordinator to countersign form. The Course Leader is to submit form to Student Service Centre in addition to a result amendment form to Examinations Office.
3. If remark is granted and unit mark does not change, Course Leader to give reason/s, sign and send this form to Student Service Centre.

**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 finalization of unit mark), course leader to amend mark, sign form and send form to Student Service Centre.
3. If remark is granted and the final unit mark needs to be changed, Course Leader to amend mark and sign the form, UoS Coordinator to countersign. Submit form to Student Service Centre in addition to a result amendment form to Examinations Office.