

INSTRUCTIONS:

Complete the Application for Appeal of Final Results form on the next page. Any student who has reason to question the final grade may seek clarification and, where appropriate, redress as follows:

1. Complete Part A of this form and forward it to the Academic Manager no later than the second week of the semester following the semester in which the grade was assigned.
2. The Academic Manager will, where required,
 - Arrange for you to consult with your lecturer to discuss your concerns and understand the rationale behind your grade
 - Contact the ECU moderator for an informal review of your paper
3. If the student is still dissatisfied and has sufficient grounds to pursue the matter, the final point of appeal rests with the Academic Board of AUSI or the Head of School of the relevant Faculty of ECU as appropriate.
4. The Academic Manager will arrange for the final examination paper and all component marks to be checked and collated by another qualified academic staff member. Final papers will be remarked where appropriate. After checking and/or remarking have been completed, the independent staff member will confer with the Academic Manager. The student's final grade will either remain the same or be adjusted upwards or downwards.

This grade is now final and no other avenues for appeal are open to the student. The student will be notified of the same.

APPLICATION FORM FOR APPEAL OF FINAL RESULTS

(To be completed before seeking an appeal against a final result)

STUDENT NO: _____

FAMILY NAME: _____

OTHER NAMES: _____

ADDRESS: _____ TELEPHONE: _____

UNIT CODE: _____ UNIT TITLE: _____ RESULT: _____
(EG: ACC1100) (EG: Accounting I) (EG: N/42)**PROCEDURE FOR INFORMAL APPEAL**

Make an appointment to see the Academic Manager no later than the second week of the semester following the semester in which the grade was assigned to discuss and check your marks in an attempt to informally resolve this issue.

Reasons for an informal appeal are limited but may include:

1. The weighting of an assessment task has been changed or the assessment procedures do not match what was originally stated in the unit outline
2. There is reason to believe that the marks have been added up or entered into the computer incorrectly
3. Other (please state) _____

OUTCOME OF INFORMAL APPEAL

Your dispute concerning this assessment has/has not (delete as appropriate) been resolved with the lecturer and the amended final result (if applicable) has been entered in the space provided. Both you and the lecturer attest to this by signing below.

FINAL RESULT: _____
(EG: C/52 or no change)REASONS FOR AMENDING/NOT AMENDING FINAL RESULT: _____

LECTURER'S NAME AND SIGNATURE_____
DATE_____
STUDENT'S SIGNATURE_____
DATE

PROCEDURE FOR SUBMISSION OF A FORMAL APPEAL

If you are unable to resolve your dispute by the informal appeal process (previous page), you may ask the Academic Manager to request a formal review.

Make an appointment to see the Academic Manager and bring this signed form with you stating that the informal process was unable to resolve your dispute. This application must be made before the end of Week 2 of the new semester.

The Academic Manager will arrange for an independent staff member to review all components of the assessment and make a recommendation. This recommendation will be final and no other avenues of appeal will be open to you. Your final grade will either remain the same or be adjusted upwards or downwards as appropriate.

OUTCOME OF FORMAL APPEAL

FINAL RESULT: _____
(EG: C/52 or No Change)

REASONS FOR AMENDING/NOT AMENDING FINAL RESULT: _____

REVIEWER'S SIGNATURE

DATE

ACADEMIC MANAGER'S SIGNATURE

DATE

OFFICE USE ONLY:

Final % and Grade: _____ **Approved By:** _____

Database Adjusted By: _____ **Date:** _____