



Application for Review of Grade / Assessment

This form can only be used to apply for a Review of Grade / Assessment FOR ONE (1) SUBJECT OR 1 ASSESSMENT (hereafter referred to as Review of Grade).

If you wish to apply for a Review of Grade for more than one (1) subject or assessment, you **MUST** complete a **separate form** for each subject/assessment.

Submit this completed form with any supporting documents to KOI Reception, or email it to academic@koi.edu.au within **10 working days of the Certification of Grades or return of your assessment (other than your final exam).**

How to Apply

1. You should first attend the Review of Grade session – see Gradebook – and have an Informal Consultation (Review) with your lecturer or tutor (for assessments see your tutor first for an Informal Consultation).
 2. If, after the Informal Consultation, you believe you have grounds for a Formal Review of Grade, complete this form and submit it as explained above, attaching any relevant supporting evidence. **Please read the *Assessment and Assessment Appeals Policy* to understand the grounds for a Formal Review of Grade.**
- Note:** Failure to complete this form correctly may result in processing delays.

Student Details (This section must be completed in full)

Student Number Student Name
Given name(s) Family name

Date of Birth / / Mobile No.
Day Month Year

Email Address

Subject Details for Review of Grade

Course Trimester

Subject Code Subject Name

Have you already had a supplementary or deferred exam or assessment for this subject this trimester? Yes No
If yes, what was the outcome?

Have you had a Review of Assessment for this subject this trimester? Yes No
If yes, what was the outcome? (Include details of the assessment).

Did you attend the Informal Consultation? Yes No

If yes - what was the outcome? (Also indicate who you spoke to)

If no - please explain why you did not attend.

Please complete the next page clearly identifying why you believe you have grounds for a Review of Grade referring to the **Grounds for Review of Grade** explained in the *Assessment and Assessment Appeals Policy* available under Policies and Forms on the KOI website www.koi.edu.au.

SECTION A – TO BE COMPLETED BY THE LECTURER/TUTOR

Date application received ____/____/____ Has the student consulted you Yes No
for an informal consultation?

What was the Outcome? Please explain reasons why this decision was reached. This may be included in a written response to the student.

Lecturer / Tutor's Name

Signature

 / /

Date

SECTION B – TO BE COMPLETED BY THE ACADMEIC MANAGER

Depending on the circumstances, either of the following processes may be decided:

- a) A review of any or all of the items of assessment by an independent marker, as managed by Academic Manager;
- b) Confirmation of the original decision by the Academic Manager in consultation with relevant staff and others, exploring and considering all issues raised and evidence provided.

Recommendation:

Mark/grade stands Independent marking of assessments/exam. New mark/grade

Reasons: Please provide a statement as to the decision and the reasons why this decision was reached and include any recommendation for increase or decrease of mark awarded which may be included in an email/letter sent to the student.

Complete if applicable

Assessment Item	Mark before ROG	Mark after ROG

Academic Manager's Name

Signature

 / /

Date

If new mark/grade awarded, details submitted to Grade Processor / /

Method student notified of outcome (*include method*)

 / /