



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 Academic Services, Level 1 545 Kent St, or email 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 (This section must be completed in full)

Course		Trimester	
Subject Code		Subject Name	
Did you attend lectures for this subject?	☐ Yes ☐ No	If Yes - how many?	
If you attended less than 8 lectures (66.6%), please explain why you missed so many lectures			
Did you attend tutorials for this subject?	☐ Yes ☐ No	If Yes - how many?	
If you attended less than 8 tutorials (66.6%), please explain why you missed so many tutorials			
In tutorials, did you complete all the work set?	☐ Yes ☐ No		
Did you discuss the Tutorial questions with your tutor?	☐ Yes ☐ No		

STUDENTS MUST COMPLETE ALL RELEVANT SECTIONS

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 section 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.

Grounds for Review of Grade (Please attach any supporting documentation)

Please attach further pages if necessary. **Please clearly state the grounds for the Review of Grade.**

A Review of Grade will **ONLY** be considered if you demonstrate that you have valid grounds for a Review of Grade - Section 8.1 of the *Assessment and Assessment Appeals Policy* - **you MUST refer to the grounds under which you are requesting a Review of Grade** (i.e. appealing your given grade):

8.1 Grounds for Appeal

A student may request a review of final grade if they have reason to believe that:

- the Subject Coordinator did not provide a Subject Outline as required;
- the assessment requirements as specified in the Subject Outline were varied in an unreasonable way;
- assessment requirements specified in the Subject Outline were unreasonably or prejudicially applied to the student;
- a student is of the view that a clerical error has occurred in the computation of the grade;
- due regard has not been paid to the evidence of illness or misadventure (that was previously provided to KOI), as part of an Assignment Extension or Deferred Exam – Medical Reasons or an Application for Assignment Extension or Deferred Exam - Non-Medical Reasons

I believe I am eligible for a Review of Grade because

Continue on next page if necessary - if not go to next page and sign where indicated.

SECTION B – TO BE COMPLETED BY THE ACADEMIC 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

☐

Y/N

Date

Method student notified of outcome (*include method*)

Date