THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

REQUEST FOR ASSESSMENT REMARK

STUDENTS PLEASE NOTE: Prior to lodging this form you must:

1. Read and follow the procedures outlined in the Handbook of University Policies and Procedures (HUPP) entries:
   a. 3.30.2
   b. 3.30.6
   c. 3.40.10
   d. 3.40.11
2. Complete this form only if you still wish to formally request a remark.
3. Applications must be lodged at the Student Centre on any campus as follows:
   a. Remark requests submitted prior to finalisation of results for the course (*HUPP 3.30.2: 1.2.2*):
      (i) within one month of the release of the mark for that piece of assessment.

   b. Remark requests submitted after finalisation of results for the course (*HUPP 3.30.2: 1.2.32*):
      (i) for first semester results, by the first day after the second semester mid-semester recess;
      (ii) for second semester results, by the first day of first semester of the next year; and
      (iii) for summer semester results, by the first day after the first semester mid-semester recess.

Remarking is only considered under exceptional circumstances and requests are only considered if the answer to Question 5 below is YES. Incomplete forms WILL NOT be accepted

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Student identification number ☐☐☐☐☐☐☐☐

Last Name ..... First Name .....

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1. **Program** .....
2. **Course Title**..... **Course Code** .....
3. **Assessment Item**..... **Semester**..... **Year** .....
4. **Have you received a final result for this course?** **(circle one)** **YES** **NO**
5. **Have you obtained feedback from your lecturer/course coordinator and/or head of school regarding your result?** **(circle one)** **YES** **NO**
6. **This feedback was:** **(circle one)** **Written** **Verbal**
7. **Reason for request** (*Attach a written explanation of how the mark awarded does not reflect your performance with respect to the published assessment criteria for this piece of assessment*)

I certify that all information provided above is correct

Signature ..... **Date** .....

University Use only					
PRIOR TO RESULTS RELEASE			**Please PRINT name**	**Signature**	**Date**
Remark Recommended *(Course Coordinator)*	**Yes**	**No**			
Remark Approval *(Head of School)*	**Yes**	**No**			
Schools will keep a record of the outcome of remarking requests (prior to results release) for one year from the date of publication of results.					
AFTER RESULTS RELEASE					
Remark Recommended *(Head of School)*	**Yes**	**No**			
Remark Approval *(Executive Dean)*	**Yes**	**No**			
Faculties will forward a record of the outcome of remarking requests (after to results release) to Central Registry for inclusion on the student file. (Retain for seven years from the date of processing of the revised result)					

Outcome of Application			
Remark request approved (*please circle*)	**Yes**	**No**	
Assessment mark revised (*please circle*)	**Yes**	**No**	
AFTER RESULTS RELEASE: Final grade revised (*please circle*)	**Yes**	**No**	IF Yes, 'Request to Amend Result' form must be submitted to the relevant authority.
Student advised of outcome	**Yes**	**No**	