

## REQUEST FOR ASSESSMENT REMARK

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

1. Read and follow the procedures outlined in the Policy and Procedures Library (HUPP) entries:
  - a. 3.10.02b Assessment Procedures – Section 8
  - b. 3.60.02 Student Grievance Resolution
  - c. 3.60.05 Appeals to Senate by Students
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 (*PPL 3.10.02b: 8.3.1*):
    - (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 (*PPL 3.10.02b: 8.3.2*):
    - (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**

Student identification number

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

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 .....

The information on this form is collected for the primary purpose of assessing your application for assessment remark. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>

University Use only			
<u>PRIOR TO RESULTS RELEASE</u>	Yes	No	Please PRINT name      Signature      Date
Remark Recommended <i>(Course Coordinator)</i>	Yes	No	
Remark Approval <i>(Head of School)</i>	Yes	No	
<b>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.</b>			
<u>AFTER RESULTS RELEASE</u>	Yes	No	Please PRINT name      Signature      Date
Remark Recommended <i>(Head of School)</i>	Yes	No	
Remark Approval <i>(Executive Dean)</i>	Yes	No	
<b>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)</b>			
<u>Outcome of Application</u>			
Remark request approved ( <i>please circle</i> )	Yes	No	
Assessment mark revised ( <i>please circle</i> )	Yes	No	
<u>AFTER RESULTS RELEASE:</u> Final grade revised ( <i>please circle</i> )	Yes	No	IF Yes, 'Request to Amend Result' form must be submitted to the relevant authority.
Student advised of outcome	Yes	No	