STUDENTS PLEASE NOTE:
Read the procedures overleaf before attaching this form to your statement.
Re-marking requests are only considered if feedback on the assessment item has been sought and received. Incomplete and late forms WILL NOT be accepted.

Privacy statement: The information on this form is collected for the primary purpose of assessing your application for assessment re-mark. 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

Student ID number

Family Name.............................................................. First Name ..............................................................

Program ........................................................................

Semester ........................................................................ Year ........................................................................

RE-MARK REQUEST

1. Course Title ........................................................................ Course Code ..............................................................

2. Assessment Item ........................................................................

3. Due date for submission of assessment item or date of examination ........................................

4. Release date of the assessment mark .............................................

5. What was the grade/mark you received for the assessment item? ...........................................

6. Have you received a final result for this course? (tick one) YES NO

7. Have you obtained feedback from your lecturer/course coordinator regarding your result? (tick one) YES NO

8. This feedback was (tick one): Written Verbal

Attach statement addressing reason for request: Provide 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 (see your Electronic Course Profile, Blackboard, or contact your course coordinator). Applications which do not provide a sound academic case will not be approved (in accordance with section 4.3 of PPL 3.10.10 Assessment Re-mark). Please provide any additional and relevant information in support of your request.

I certify that all information provided above is correct. I acknowledge that a re-mark will replace the original mark for the piece of assessment, which may result in a higher or lower mark and/or grade.

Signature ............................................................................................................ Date ..............................................................

(continued over)
Students to note: Assessment Re-mark process

1. Read and follow the procedures outlined in the Policy and Procedures Library (PPL) entries:
   a. 3.10.10b Assessment Re-mark – Procedures
   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. Re-mark requests submitted prior to finalisation of results for the course (PPL 3.10.10b: 4.4):
      (i) Within one month of the release of the mark for that piece of assessment.
   b. Re-mark requests submitted after finalisation of results for the course (PPL 3.10.10b: 4.4):
      (i) for first semester assessment results, by the first day after the second semester mid-semester recess;
      (ii) for second semester assessment results, by the first day of week 3 in first Semester of the next year; and
      (iii) for summer semester assessment results, by the first day after the first semester mid-semester recess.

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**University Office Use Only**

**PRIOR TO RESULTS RELEASE**

<table>
<thead>
<tr>
<th>Re-mark Recommended</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course Coordinator)</td>
<td></td>
<td></td>
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</tbody>
</table>

Reason for recommendation (attach page if insufficient space)

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<table>
<thead>
<tr>
<th>Re-mark Approval</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Head of School)</td>
<td></td>
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</tbody>
</table>

Reason for decision

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Schools to keep a record of the outcome of re-marking requests (prior to results release) for one year from the date of publication of results.

**AFTER RESULTS RELEASE**

<table>
<thead>
<tr>
<th>Re-mark Recommended</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Head of School)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for recommendation (attach page if insufficient space)

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<table>
<thead>
<tr>
<th>Re-mark Approval</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Executive Dean/ADA)</td>
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</table>

Reason for decision

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Faculties to forward a record of the outcome of re-marking requests (after 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**

<table>
<thead>
<tr>
<th>Re-mark request approved (please tick)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment mark revised (please tick)</td>
<td></td>
<td></td>
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<tr>
<td>Final grade revised (please tick)</td>
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</tbody>
</table>

If Yes, ‘Request to Amend Result’ form must be submitted to the relevant authority.

Student advised of outcome (please tick) | Yes | No |