

REVIEW OF ASSESSMENT FORM



Australian International
Institute of
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

Instructions:

1. Submit the completed form along with any necessary supporting documentary evidence to your Course Coordinator by email.
 - If you are enrolled in Bachelor of Business (Information Systems), please email this form to coordinator.bbis@aiihe.edu.au.
 - If you are enrolled in Bachelor of Business (Marketing), please email this form to coordinator.bbm@aiihe.edu.au.
2. While submitting this form, make sure to use your **AIiHE email account**.

Section 1: The request should be lodged as soon as possible, and where the concern is in relation to a grade, within 10 working days of formal notification of the assessment result.

- a. Students may request a review of a grade received for individual pieces of assessment worth 20 per cent or more of the final result for a subject on grounds outlined in this Policy and Procedure.*
- b. A student may have no more than one review and remark of any individual piece of assessment.*

Section 2: The grounds upon which a student may request a review of an assessment decision are:

- a) that the student believes that an error has occurred in the calculation of the mark or grade;*
- b) evidence of, or a belief that, the assessment decision is inconsistent with the published assessment criteria or requirements, including those outlined in the Assessment Policy and Procedure;*
- c) the published assessment requirements were unreasonably or prejudicially applied to the student;*
- d) due regard has not been paid to evidence of illness or misadventure submitted under the provisions of the Assessment Policy and Procedure.*

Section 3: The following do not constitute reasonable grounds for a request for a review of an assessment decision:

- a) a comparison with the result for another student;*
- b) belief of a student that the result does not match the effort made for the assessment task;*
- c) visa or residence status of a student;*
- d) financial difficulties or employment prospects.*

Section 4: Outcomes of a re-mark:

- a. The outcome of a re-mark may be a mark higher or lower than the original grade.*
- b. The Course Coordinator will advise the student of the outcome of the re-mark within 10 days of the decision and arrange for adjustments to be made to results records where appropriate.*
- c. No further internal review of a re-mark decision is possible. Students will be advised of their appeal rights (see Appeals section below).*

Section 5: Receipt of the review request will be acknowledged within five (5) working days and all reasonable measures will be taken to finalise the process as soon as practicable.

Students are encouraged, wherever possible, to resolve concerns or difficulties directly with their Lecturer. If you still have concerns or would like to request a review, please complete this form and submit it to your Course Coordinator.

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Student Details

Full Name:		Student ID:	
Mobile Number:		Email:	
Course:			
Campus:	<input type="checkbox"/> Sydney (NSW) <input type="checkbox"/> Brisbane (QLD)		
Subject relating to the request:			
Semester relating to the request:			
Have you discussed your concern/s with your lecturer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, please provide a reason: <i>Students are encouraged, wherever possible, to resolve concerns or difficulties directly with their Lecturer.</i>			

Review Details

Description of the reason for review application:			
Supporting evidence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:			

Student Declaration

- I have included the necessary supporting documentation, if applicable.
- I have read and understood the Institute's *Assessment Review Policy and Procedure* and have completed this form in accordance with the requirements of the Policy. The information I provided in support of my review is true, accurate and complete.
- I am aware that the outcome of a re-mark may be a mark higher or lower than the original grade.

Name:		Student ID:	
Signature:		Date:	

If you are dissatisfied with the outcome of this review process, please consult the Student Appeals Policy and Procedure for internal and external appeals options.