

Applying for a Review of Grades – Student Guide

Your application must meet one of the grounds from the (Students) Regulation (Part 34):

- a) the course description and accompanying assessment materials were not sufficiently explicit in identifying—
 - (i) the learning tasks students are required to complete in the course; or
 - (ii) how students will be assessed;
- b) the assessors failed to comply with the assessment procedures set out in the course description and accompanying assessment materials; or
- c) the criteria set out in the course description and accompanying assessment materials were not applied fairly and appropriately.

Essentially, this means that either the Course Description and assessment information were unclear, and/or that they weren't followed in the teaching and assessment of your course. Unfortunately, putting your best work in is not grounds for a Review of Grades, nor is having grounds for Special Consideration during semester but not applying.

We recommend that you think about:

- What problems are you identifying in your course?
- Which part of the Course Description/assessment materials was unclear/not followed?
- What evidence do you have for this?
- What impact did this have on your results?

To do this, as well as the Course Description, you may need to browse other sources of information to supply as evidence, for example:

- Your Moodle shells
- Marking rubrics
- Emails with your teachers

Prompts for your application (For more specific ideas, please see our individual guides):

- Were all your hurdle assessments clearly indicated in your Course Description?
- Were your marked assessments returned on time and with adequate feedback?
- Were your assessments delivered in the format the Course Description specified?
- Did you receive all the teaching hours and materials you expected?
- Did you receive clear and specific instructions on all your assessments?
- If you applied for Special Consideration, were you given a shorter extension that you asked for?
- When you asked lecturers about assessments, did you receive a timely response?
- What was the impact of the delivery/assessment on your academic performance?

You must use the Appeal Submission Form to submit your application, even if you write everything on a separate document. You must complete the form, including ticking the relevant grounds for review. When you submit, send it from your student email and ensure you include your student number in the email. We recommend including a list of each of your pieces of evidence in your application, and try to compile your supporting evidence into a single PDF where possible. If you need to attach the documents separately, it's a good idea to clearly title each document to say what it is.