

## Review of Grades – Assessment information unclear/incorrect

Your Review of Grades application needs to include:

- Completed Appeal Submission Form (with relevant Grounds ticked)
- A statement of why you're appealing and what outcome you're hoping for (Can be on the form or separate)
- Any evidence that supports your reasons for appealing

### What's happened?

In this case, you believe that the assessment information published in the Course Description was either unclear or did not match the way you were actually assessed. Examples could include:

- Changes to assessable activities without appropriate notice
- Assessable activities (including hurdle tasks) that were not listed at all in the Course Description
- Changes to submission deadlines during semester
- No wordcounts/presentation lengths (etc.) listed
- Marking criteria is unclear/the rubric does not include descriptors for different mark bands

Please see the flowchart below to help with your decision-making on whether to apply for a review.

### How can you demonstrate it?

Evidence should consist of:

- The assessment description/criteria/rubric for the task, highlighting any parts which are different from the Course Description, and/or unclear
- The Course Description
- A copy of your assessment piece, with any relevant passages/sections etc. highlighted
- A written analysis of where you think the assessment was unclear or did not match the Course Description. Explain the specific areas that were different or unclear

### How can you present this?

Your statement could be structured under the following headings:

1. Your grounds: **one or more chosen from the Regulation. In this instance, it's likely to be either:**  
“(a) the course description and accompanying assessment materials were not sufficiently explicit in identifying (ii) how students will be assessed”; Or “(b) the assessors failed to comply with the assessment procedures set out in the course description and accompanying assessment materials”

2. What has happened: outline what you think are the issues with the assessments. You should complete a comparison of the Course Description assessment outlines with what actually happened, including any changes to what was posted on Moodle. Include a timeline if the issue is complex or went on for a long time
3. How this fits the grounds you've chosen: explain why you think what has happened falls under the grounds that you have chosen
4. What you are asking for from your Institute: e.g. remarking, supplementary assessment.
5. List of any supporting evidence with reason for including it: e.g. timeline, copies of emails, screenshot of Course description or assessment information.

Questions to ask when considering an application:

