

REVIEW OF RESULTS APPLICATION INFORMATION

INFORMATION YOU SHOULD KNOW

You can make an application for the review of a result for any piece of assessment.

The application must be submitted to Student Administration, no later than fifteen working days after the return of the piece of work, or, in the case of an examination, no later than fifteen working days from the date results are released.

You should be aware that a review of results **may lead to a mark going up or down.**

Where a mark increases after review, we will refund the review fee providing that you do not have any outstanding fees to the University (including Library fines).

Re-enrolment should proceed on the basis that the result will remain unchanged; an enrolment variation can be made later if necessary.

You may apply for one, or both of the following:

A) Checking a mark

- The Course Authority checks that all components of the assessment have been assessed and that a mark has been assigned for each component.
- This is not a re-assessment but a mathematical check to ensure there has been no error in assignment of marks or in the calculation of the final mark.

B) Re-assessment

- The Course Authority completely re-assesses a piece of work, including examination papers.
- You may apply for re-assessment only after you have discussed your performance in the course with your lecturer or the Course Authority.
- You are required to provide sufficient grounds to your Course Authority to justify your request for re-assessment.
- Where insufficient grounds for re-assessment are given, the Assessment Review Group of the Faculty may decline your application for re-assessment.

Cost:

The fee for checking a mark is	\$10
The fee for Re-assessment is	\$60

Fees apply in all cases, except where a student has failed the piece of work (including an examination) in question.

Where a result is not finalised at the time the application for review of result is made, the relevant fee must be paid. However, the fee will be refunded if the final result is Failure.

HOW TO APPLY FOR A REVIEW OF RESULTS

In order to apply for a review of results you must complete the application form attached.

If you are applying for a Re-assessment review you will also need to consult your course authority and obtain their authorisation for the Recommendation of Re-assessment (Section 2 of the form), **before** you submit the application to Student Administration.

Checklist for Checking a Mark applications:

Have you:

- Completed the application form (overleaf)?
- Provided payment or credit card details for the appropriate fee?
- If not paying the fee, have you attached the piece of work in question, clearly displaying a fail result or certification by the Course Authority of failure in the piece of work?

Checklist for Re-assessment applications:

Have you:

- Completed the application form (overleaf)?
- Provided payment or credit card details for the appropriate fee?
- If not paying the fee, have you attached the piece of work in question, clearly displaying a fail result or certification by the Course Authority of failure in the piece of work?
- Discussed your performance with your lecturer or Course Authority?
- Has the Course Authority authorised Recommendation of Re-assessment (Section 2 of the form)?

**All applications and requested documents should be submitted to either in person to UNSW Student Central or by post to:
Student Administration, Student Services and Systems, UNSW, Sydney, NSW, 2052.**

If your application is not complete or does not include the required certification, it cannot be accepted.

WHAT HAPPENS NEXT?

Your application will be sent to your Course Authority who will arrange for your work to be Re-assessed or Checked, usually by another member of staff.

When your work has been Re-assessed or Checked, your Course Authority will notify Student Administration of the Re-assessed/Checked mark.

Student Administration will notify you of the result of your application by email to your student email account.

If your **mark increases** after Re-Assessment of Checking, the fee paid will be refunded to you (providing that you do not have any outstanding fees owed to the University - including Library fines).

If your **mark decreases or remains unchanged**, the fee will not be refunded to you.

Depending on the complexity of your re-assessment and the availability of an alternate marker, it may take up to four weeks from the time you submit your application to the time you are notified of the outcome.



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REVIEW OF RESULTS APPLICATION FORM

Please read the Review of Results Application Information before completing this form.

STUDENT SECTION

Keep this for your records

Student ID:	
Family Name:	First Name:
Program (Degree):	Program Code:
Course (Subject) Name:	Course Code:
Assessment Item (e.g. Final exam, assignment etc):	

REVIEW OF RESULTS REQUEST DETAILS – Student to complete

Student ID:	Phone Number:
Family Name:	First Name:
Mailing Address:	
Program Code/Program Name:	Semester and Year:
Course (Subject) Name:	Course Code:
Assessment Item (e.g. Final exam, assignment etc):	Current mark of assessment item:
Current overall mark in course (if finalised): [e.g. 64]	Grade: [e.g. PS]
Is this application for: <input type="checkbox"/> A: checking a mark \$10 <input type="checkbox"/> B: re-assessment \$60	
Please set out the reasons for requesting the piece of work to be reviewed:	

COURSE AUTHORITY RECOMMENDATION ON RE-ASSESSMENT – Course Authority to complete

Date Student consulted Course Authority:	
The result of the piece of work:	
Is re-assessment recommended?	
Name:	Position:
Signature:	School:

PAYMENT BY CREDIT CARD

Please debit my (circle) Mastercard Visa	
Card Number: _____/_____/_____/_____	Expiry Date: ____/____
Name of Cardholder:	Amount \$(AUD):
Signature of Cardholder:	Date:

COURSE AUTHORITY RECOMMENDATION ON RE-ASSESSMENT

To be completed by Course Authority

INFORMATION FOR FACULTY STAFF

Students may apply to have a piece of work re-assessed but must first discuss their performance in the course with their lecturer or Course Authority.

If the lecturer or Course Authority supports the student's request for re-assessment, Section 1 of the form should be completed. Good practice is for the piece of work to be re-assessed by another member of staff.

If after discussion the student still has reason to believe that the mark received does not reflect their performance, but the lecturer or Course Authority disagrees, then the student should forward the application to the Head of School for consideration.

In cases where the Head of School does not feel that sufficient grounds have been given to justify re-assessment this should be stated in Section 2 below and circulated to the Dean and Presiding Member for approval.

Re-assessment can result in a mark going up or down or remaining unchanged.

1. RE-ASSESSMENT COMPLETED - To be completed by the marker of re-assessment

Mark of assessment item before review:	Mark of assessment item after review:
Final overall mark in course:	Grade:
Explanation of outcome of re-assessment:	
Name of marker (please print):	
Signature:	Date:
Approved by Head of School:	
Signature:	Date:

2. RE-ASSESSMENT NOT JUSTIFIED - To be completed by Head of School

Please state reason why re-assessment is not justified and circulate to the Dean of the Faculty, the Presiding Member and Student Administration. Student Administration will notify the student of the outcome.

Name:		Extension:	
Signature:		Date:	

3. ENDORSED – To be completed by the Dean of the Faculty and Presiding Member

Dean Endorsed <input type="checkbox"/> YES <input type="checkbox"/> NO	Presiding Member Endorsed <input type="checkbox"/> YES <input type="checkbox"/> NO
Name:	Name:
Signature:	Signature:
Date:	Date: