

Higher Education Request for Review of Grade Form



INSTRUCTIONS

As per the TAFE Queensland Student Rules, students may submit a written application requesting a review of a final grade. This form is not used for individual assessment review of marks.

Note: For workplace-based assessments and clinical / professional practice:

Assessments which comprise expert evaluation within an authentic clinical/work-based learning environment, often occur over an extended period.

Assessments of this type cannot be duplicated, and therefore cannot be remarked, or cross-marked by another examiner.

Assessments that fall within this category include, but are not limited to: Clinical Participation/Simulation type Assessments and assessments that require a demonstration of professional competence over the duration of a unit or course.

HOW TO APPLY

- Submit the **completed** application with supporting documents to the Higher Education Administration Staff in the faculty or email to Highered@tafeqld.edu.au
- Submit this form within 10 working days of notification of your final grade.
- If you are still dissatisfied with the decision of the review process, you will have a further right to appeal. Refer to the TAFE Queensland Student Rules.

STUDENT INFORMATION

Course Code and Name			
Campus	<input type="checkbox"/> Southbank	<input type="checkbox"/> Southport	<input type="checkbox"/> Other
Student Name			
Student Number		Email Address	

UNIT INFORMATION

Unit Code		Unit Name	
Semester/Year	/	Grade Awarded	

GROUNDS FOR REVIEW OF GRADE

You may apply for a Review of Grade if you have reason to believe one or more of the following:
(Please select)

<input type="checkbox"/>	The Unit of Study Convenor did not provide a Unit Study Guide as required.
<input type="checkbox"/>	The assessment requirements as specified in the Unit Study Guide were varied in an unreasonable way.
<input type="checkbox"/>	Assessment requirements specified in the Unit Study Guide were unreasonably or prejudicially applied.
<input type="checkbox"/>	The decision was made without due regard to facts, evidence or compassionate and /or compassionate circumstance.
<input type="checkbox"/>	The grade was not based on the assessment criteria or assessment process specified in the Unit Study Guide, or any subsequent amendment made in accordance with the Assessment Procedures.
<input type="checkbox"/>	A piece of work handed in on time was not marked.

GROUNDS FOR REVIEW OF GRADE

<input type="checkbox"/>	Alleged wrong advice from staff teaching the Unit of Study (e.g., about the content of the examination or approval of an extension for an assignment). (This allegation must be supported by specific examples).
<input type="checkbox"/>	Alleged discrimination, prejudice or bias on the part of the marker or any other person involved in determining the result awarded (This allegation must be supported by specific examples).
<input type="checkbox"/>	A clerical error has been made in the calculation of the mark/grade.
<input type="checkbox"/>	A clerical error has been made when entering the grade into a TAFE Queensland recording & reporting system.

If you believe that a review of grade is required on grounds not specified above, please state your reason for requesting a review of grade and attach evidence to support your claim.

If you receive a grade as a result of disciplinary action, then you are unable to appeal this through the Review of Grade process. Please refer to the Student Appeals and Reviews Process in the [TAFE Queensland Student Rules](#).

SUPPORTING DOCUMENTATION

When lodging this application, you must lodge a separate application form and supporting documentation for each Unit of Study final grade review that you are applying for.

Your supporting documentation must be relevant to the grounds that you are appealing on and you may include the following:

- a copy of your marks achieved for each individual assessment item where appropriate
- a copy of the marking rubric / assessment feedback
- any correspondence relevant to your review of grade
- a written statement from yourself detailing the reason for a review of grade.

APPLICANT DECLARATION (Please read carefully)

If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the applicant to have access to the Internet through TAFE Queensland.

I agree to abide by TAFE Queensland rules, regulations and policies and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules.

1. I declare that to the best of my knowledge, the information supplied by me is true, correct and complete in every respect.
2. I acknowledge that the submission of false, fraudulent, incorrect, incomplete or misleading information may result in student misconduct.
3. I acknowledge that if in the circumstance I supply inaccurate, incomplete or misleading information, my enrolment may be suspended.
4. I declare that I have read the instructions and that all information submitted is correct and complete.
5. I understand that an outcome of re-marking of the assessment task by another marker, either at TAFE Queensland or independent to TAFE Queensland, may result in a reduction of the original awarded mark/s for the assessment task.

Applicant's Signature		Date	/ /
Parent/Guardian's Name (If student is under 18 yrs.)		Date	/ /

Parent/Guardian's Signature (If student is <18 yrs.)	
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LODGING INSTRUCTIONS
This application form and any documentary evidence must be lodged with the Faculty Administration Officer at the TAFE Queensland campus at which the course is delivered in person or by email to degrees.tafequeensland@tafe.qld.edu.au .

QUESTIONS?
Please contact the Faculty Administration Officer at the campus where your course of study is delivered via degrees.tafequeensland@tafe.qld.edu.au

NOTIFICATION OF OUTCOME
Once your Review of Grade application has been submitted, it is directed to the Course Coordinator for consideration and review. A final decision is then made by the Dean, Higher Education (Similar). After your application has been completed, you will be sent an email advising you of the outcome. You can normally expect a decision within 7 working days.

OFFICE USE ONLY (Student to be notified within 7 days of the reviewed decision)	
Date application received:	/ /
Processed by	Date / /
Student Number	
Student Name	
Supporting information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Coordinator Name	Date Notified / /
Amended result in SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /
Student notified in writing	/ /
Administrator's Name	
Signature	
Date	/ /

COURSE COORDINATOR RECOMMENDATION	
Grade review recommendation:	<input type="checkbox"/> Change <input type="checkbox"/> Unchanged <input type="checkbox"/> External Review
	Comments:
Amended Result	
Signature	Date: / /
Name of Independent Reviewer (if applicable)	
Date of review undertaken	/ /
Reviewer's feedback	<i><include details of feedback and any further recommendation regarding the final grade as a result of the review></i>

DEAN HIGHER EDUCATION APPROVAL	
Approval of revised final grade:	<input type="checkbox"/> Supported <input type="checkbox"/> Not supported
Signature:	Date: / /
Comments: <i><include details of a not supported decision and recommended grade outcome></i>	

