

# Higher Education Request for Re-Mark of Assessment Form



## INSTRUCTIONS

- This form is to be used by students who seek to have their assessment task re-marked.
- Please read the declaration fully, before you lodge this form.
- Ensure you have had an informal discussion with your Educator / Unit Convenor and have understood all your assessment feedback BEFORE you lodge this form.
- Forms must be lodged within five (5) working days of receipt of your marks. Requests for re-marking after this time will not be processed.

*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.*

## 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	/	Assessment task number	
Assessment value (i.e. 30 marks)		Mark awarded (i.e. 12/30)	
Mark received date	/ /	Date of discussion with Educator / Unit Convenor	/ /

## GROUNDS FOR RE-MARK OF ASSESSMENT TASK

You may apply for a re-mark of your assessment task if you have reason to believe one or more of the following: *(Please select)*

<input type="checkbox"/>	The Unit 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 compelling circumstance.
<input type="checkbox"/>	The mark was not based on the assessment criteria or assessment process specified in the Unit Study Guide.
<input type="checkbox"/>	A piece of work handed in on time was not marked.

## GROUNDS FOR RE-MARK OF ASSESSMENT TASK

<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 with 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 given. (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 the TAFE Queensland grades recording system

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

## SUPPORTING DOCUMENTATION

Supporting documentation must be relevant to the grounds that you are requesting the re-mark 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 / guide / assessment feedback
- any correspondence relevant to your assessment
- a written statement from yourself detailing the reason for a re-mark
- any other relevant evidence to support your claim.

## 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.

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.)			

## QUESTIONS?

Please contact the Faculty Administration Officer at the campus where your course of study is delivered or email [HigherEd@tafeqld.edu.au](mailto:HigherEd@tafeqld.edu.au)

HOW TO APPLY
<ul style="list-style-type: none"> <li>• Submit the <b>completed</b> application with supporting documents to the Higher Education Administration Staff in the faculty or email to <a href="mailto:Highered@tafeqld.edu.au">Highered@tafeqld.edu.au</a></li> <li>• Submit this form within 5 working days of notification of receipt of your marks.</li> <li>• If you are still dissatisfied with the decision of the re-mark process, you have the right to appeal. Refer to the TAFE Queensland Student Rules.</li> </ul>

NOTIFICATION OF OUTCOME
You will be sent an email advising you of the outcome of your application and you can normally expect a decision within 10 working days. However, an outcome may take longer if the assessment is sent to an independent external marker for a peer review.

OFFICE USE ONLY (Student to be notified within 10 working days of the decision)	
Date application received:	/ /
Is the 5-day request for re-mark period current?	<input type="checkbox"/> Yes <input type="checkbox"/> No – If no, return application to student stating the submission is late. Advise the student can appeal.
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 Connect	<input type="checkbox"/> Yes <input type="checkbox"/> No    Date: / /
Amend Final Grade in SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No    <ensure date remains within the COS>
Student notified in writing	/ /
Appeal form included	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Administrator's Name	
Signature	
Date	/ /

COURSE COORDINATOR DECISION	
Mark review recommendation:	<input type="checkbox"/> Re-mark internally – different marker <input type="checkbox"/> Re-mark externally
	Comments:
Name of Independent Reviewer (if applicable):	
Date review undertaken:	/ /
Reviewer's feedback /recommendation:	
Mark / Amended Mark:	
Does the amended assessment mark change the Final Grade awarded in the Unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final Grade Change	Current Grade:                      Revised Grade:
Signature:	Date: / /

DEAN HIGH EDUCATION DECISION (Where Course Coordinator was the original marker)	
Mark review recommendation:	<input type="checkbox"/> Re-mark internally – different marker <input type="checkbox"/> Re-mark externally
	Comments:
Name of Independent Reviewer (if applicable):	
Date of review undertaken:	/ /
Reviewer's feedback /recommendation:	
Mark / Amended Mark:	
Does the amended assessment mark change the Final Grade awarded in the Unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final Grade Change	Current Grade:                      Revised Grade:
Signature:	Date:    /    /