

## Review of Assessment during a Trimester Application

- A review of assessment during a trimester does not consist of a remarking of that work
- The review of assessment will consist of a check that the processes for determining the mark for the assessment have been followed correctly.
- A review of assessment during a trimester will be considered by the Unit Coordinator in consultation with the lecturer(s) concerned.
- Email your complete application to [dcoll-sasgeelong@deakin.edu.au](mailto:dcoll-sasgeelong@deakin.edu.au) within 5 days for publication of the mark.

PLEASE COMPLETE A SEPARATE FORM FOR EACH UNIT.

STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_

UNIT CODE: \_\_\_\_\_ UNIT NAME: \_\_\_\_\_

COURSE: \_\_\_\_\_

Reasons for seeking Review of Assessment:

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**NOTE:** An application of a Review of Assessment for a piece of work submitted during a trimester assumes that you have received feedback from your lecturer and have attempted to resolve any issues.

Is this true?  Yes  No

If you have answered 'No' to this statement, then your application will not be proceeded with.

### Student Declaration

*I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it is true and correct in every detail. I acknowledge that the provision of incorrect information or documentation relating to my application may result in this application being rejected and breaching the*

*Academic Integrity Policy. I have read the guidelines on the back of this form and I understand that completing this form does not guarantee a change.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Review of Assessment Guidelines

1. This application form applies only to a piece of assessment undertaken during a trimester. To apply for a review of a final grade at the end of a trimester, please use the *Review of Final Grade Application*.
2. For any assessment undertaken during a trimester, it is expected that a student has received feedback from their lecturer and attempted to resolve any issues. If there is no resolution, then the student may proceed with a review of assessment.
3. To apply for a review of an assessment during the trimester, a student must complete this form and submit this to Deakin College Reception **within 5 working days** of publication of the result for that assessment.
4. An application for a review of assessment will be considered by the Unit Coordinator in consultation with the lecturer concerned.

**The review of assessment will consist of a check that all the process for determining the mark for the assessment have been followed correctly. It will NOT consist of a re-marking of that work.**

5. A review of final grade may take up to 21 days. You will be notified of the outcome by email to your Deakin College email address. In the event that we need to contact you on your personal email or telephone, we will only do so using the details you have recorded via the Student Portal. Please ensure that your details are current. If they are not, please update them now by logging into the Student Portal and clicking on Student Portal.

**OFFICE USE ONLY**

Application forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_  
(Unit Coordinator)

**ADVICE OF OUTCOME OF REVIEW OF ASSESSMENT**

I have undertaken the Review of Assessment in the unit \_\_\_\_\_ for assessment  
\_\_\_\_\_ and found:

- All procedures in determining the result have been followed correctly and the original result is correct;
- The result has been altered from:
- |                 |            |             |
|-----------------|------------|-------------|
| Original result | Mark _____ | Grade _____ |
| New result      | Mark _____ | Grade _____ |

Reviewed by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Amendment to result:  No  Yes New Result: Mark \_\_\_\_\_ Grade \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Academic Manager)

Student notified of outcome of review Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Academic Services)