

## Review of Final Grade Application

A review of final grade does NOT consist of a remarking of work.

A review of final grade consists of a check that all the procedures for determining that grade have been followed correctly. It does NOT consist of a re-marking of work.

A review of a final grade will be considered by the Unit Coordinator in consultation with the lecturer(s) concerned.

Please contact the Unit Coordinator directly to arrange a review of exam paper.

Email your completed application to [dcoll-acadserv@deakin.edu.au](mailto:dcoll-acadserv@deakin.edu.au) within 5 days of publication of that grade.

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 Final Grade:

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### 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 Final Grade Guidelines

1. To have a final grade reviewed, students must complete the *Review of Final Grade Application* and submit this by email to [dcoll-acadserv@deakin.edu.au](mailto:dcoll-acadserv@deakin.edu.au) **within 5 working days** of publication of that grade.
2. Applications for a review of final grade will be considered by the Unit Coordinator in consultation with the lecturer(s) concerned.
3. **This review of final will consist of a check that all the procedures for determining the grade have been followed correctly. It does NOT consist of a re-marking of any work.**
4. 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 FINAL GRADE

I have undertaken the review of final grade in the unit \_\_\_\_\_ and found:

- All procedures in determining the result have been followed correctly and the original result is correct;
- Unit has hurdle requirement which was not met;
- The result has been altered from:
- |                 |            |             |
|-----------------|------------|-------------|
| Original result | Mark _____ | Grade _____ |
| New result      | Mark _____ | Grade _____ |

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

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

#### Approval:

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

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

(Academic Manager)

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

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