

Assessment, Exam or Unit Result Informal Review application

Complete this form if you have reason to believe your grade/result for an assessment task, examination or unit does not reflect your level of achievement and you would like an [Informal Review](#)

Procedures:

1. **Complete the Informal Review form:** List your specific concerns and/or matters you would like to discuss during the Informal Review meeting. Be specific (and where appropriate) reference each matter to the relevant marking criteria/rubric.
2. **Request an Informal Review:** Contact your lecturer/the assessor to request an Informal Review meeting as soon as practicable after receiving the grade/result. Send a copy the Informal Review form, outlining your concerns, to them with your meeting request.
3. **The Informal Review meeting:** During the Informal Review meeting, your lecturer/the assessor will address each matter identified on the Informal Review form. Your lecturer/the assessor may (but is not obliged to) revise the grade/mark. This could result in your mark being increased, or being decreased, or it may remain unchanged. At the end of the meeting, your lecturer/the assessor will complete and sign the Informal Review form and return it to you.
4. **Informal Review summary:** Within 7 days of the meeting, your lecturer/the assessor will provide you with a summary of the Informal Review discussion, including the decision reached, and the reason for that decision. If you are satisfied with the outcome of the Informal Review, then no further action is required.
5. **Formal Review:** If you are dissatisfied with the outcome of the Informal Review and you have valid grounds, you may submit an Assessment, Exam or Unit Result [Formal Review](#) application. You will need to provide a copy of the completed Informal Review form and the summary of the Informal Review discussion, as part of your Formal Review application.

Student Details:

Student Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name	<input type="text"/>						
ECU Student Email	<input type="text"/>				Mobile Number	<input type="text"/>	
<i>You must monitor your ECU student email for all correspondence related to this process</i>							

Unit Details:

Unit Code	<input type="text"/>	Unit Title	<input type="text"/>			
Lecturer/Assessor	<input type="text"/>				Grade/Result	<input type="text"/>

Review type (please tick):

Assessment Task <input type="checkbox"/>	Exam Result <input type="checkbox"/>	Unit Result/Final Grade <input type="checkbox"/>
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Informal Review: In the section below, list your concerns/the matters you would like to discuss at Informal Review. If you believe an error has been made, be specific in your description and reference each matter to the relevant marking criteria/rubric.

Additional space provided overpage

Declaration: I declare that I have read the [Admission, Enrolment and Academic Progress Rules, Part 2: Reviews](#)

Student Signature		Date	
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Response of Lecturer/Assessor (or School nominee):

Note: Not later than 7 days after the Informal Review discussion, the lecturer/assessor or school nominee must send to the student’s ECU email address a written summary of the Informal Review discussion. The summary should address each of the student’s concerns, the decision reached and the reasons for that decision.

The lecturer/assessor is to make a copy of this form and their response to the student and ensure it is registered with the relevant assessment as a record.

The original form is to be returned to the student

Students who wish to proceed with a Formal Review of this matter, are to observe [timeframes for the submissions](#) of such applications. To assist please provide the following information:

<input type="checkbox"/>	Assessment task or examination; and/or	Result Release Date	
<input type="checkbox"/>	Unit Result/final grade outcome	Result Release Date	
Lecturer/Assessor Signature (or nominee)		Date	
Name		Contact Number	