

Assessment or Exam Result Informal Review application



Complete this form if you have a specific concern about a mark awarded for an assessment or examination.

Procedures:

- Complete the Informal Review form:** Explain the specific concern you have about your assessment or examination mark with reference to the assessment criteria.
- Request an Informal Review:** Contact your lecturer/the assessor (preferably by email) and request an Informal Review meeting. This request must be made **within 14 days** of receiving the grade/result. Send a copy the completed Informal Review form with your meeting request.
- The Informal Review meeting:** During the Informal Review meeting, your lecturer/the assessor will address the concerns as outlined 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.
- 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.
- Formal Review:** If you are dissatisfied with the outcome of the Informal Review and you have valid grounds, you may submit an Assessment or Exam 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

--	--	--	--	--	--	--	--	--	--

Student Name

--

ECU Student Email

--

Mobile Number

--

You must monitor your ECU student email for all correspondence related to this process

Unit Details:

Unit Code & Title

--

Assessment Details

--

Grade/Result

--

Lecturer/Assessor

--

Review type (please tick):

Assessment Task

Exam Result

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

Assessment or Exam Result Informal Review application



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

Student Signature		Date	
-------------------	--	------	--

Response of Lecturer/Assessor (or School nominee):

Note: Not later than 7 days after the Informal Review discussion, the lecturer/assessor or school nominee will confirm in writing the outcome of the Informal Review. The Informal Review summary must send to the students' ECU email address. 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	Result Release Date	
<input type="checkbox"/>	Examination	Result Release Date	
Lecturer/Assessor Signature (or nominee)		Date	
Name		Contact Number	