REVIEW OF FINAL GRADE APPLICATION FORM

This form is to be used in relation to a student request for a review of a final grade, and must be used in conjunction with the Assessment Procedure, and before possible recourse to the Academic Appeal Procedure.

After completing this form, submit it to usq.support@usq.edu.au.

STUDENT DETAILS	
Title and Full Name	
Student Number	

COURSE DETAILS - Please indicate the course which is the subject of the request for review			
Course Code and Name		**Semester and Year**	S 20
Course Examiner			

Students should note that a review may lead to a change of mark and grade in either direction, ie the review could result in a lower grade.

Students must outline one, or more, reasons for their request for a review of a final grade, by demonstrating one, or more, of the following:

- ☐ an administrative error has occurred in the computation of the Final Grade;
- ☐ the marking and/or assessment is inconsistent with the assessment requirements or with the assessment criteria as stated in the Course Specification;
- ☐ difficulties were experienced as a result of a breakdown in relevant University systems, experienced in enrolment or with provision of study materials, such as online study guides and readings. (Note: in such circumstances, additional assessment tasks may be required);
- ☐ difficulties were experienced in the operation of the Course resulting in inequitable treatment or misinformed advice to Students regarding the completion of assessment, the assessment requirements, or the assessment criteria. (Note: in such circumstances, additional assessment tasks may be required).

Please provide a statement in support of your reason/s for this request, and, if applicable, identify relevant assessment item/s (*attach a separate sheet if necessary)*:

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Student's signature **Date**

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Response to student from Course Examiner:

For each reason nominated by the student, please detail the outcome of the consideration (which may include a re-mark if appropriate) and any other comments.

(i) I have reviewed the reason/s for this request and the calculation of the final mark and grade and have determined that

(a) there are no grounds for a change to the mark or grade ☐

Or

(b) there are grounds and

1 the student's grade will be altered to * ☐
2 the adjusted marks do not alter the final grade ☐

* *If the grade or mark is to be altered, the Course Examiner must contact the Faculty Academic Program Support Team to arrange for the change to be processed.*

Course Examiner to provide comments and relevant feedback to student statement on page 1:

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Course Examiner's signature **Date**

_____ _____

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