Application for Review of Assessment

**Review of Assessment** is available to all students once the University has released the **final result** for a unit. If you are dissatisfied with your final result, you may apply to have it reviewed.

Review of Assessment consists of re-marking the final exam (where applicable), checking the addition of all marks, and a check to ensure that all marks have been included in the final result with reference to the marking criteria.

Applications for a review of assessment are **due within 10 working days** of the release of the final result in the unit; when applying for a review, you must **pay a $50 fee**.

If your result is released late, the 10 working days start with the date the University releases the result. If you have a fee sanction, you will be prevented from viewing your result until the sanction is lifted, therefore, you may miss the deadline as no extra time is given to sanctioned students.

**Important information – please read before continuing**

You may apply to **view your examination script** under the supervision of your College at a mutually agreed time, within one year of the exam. Please give the school 5 working days’ notice in writing. A lecturer will be present to answer queries about the marking of your script. You are entitled to make a copy of your script, but you may not take your script away. You may be asked to pay for the cost of copying your script. You do **not** need to submit this form to view your examination script.

If you wish to have a piece of **internal** assessment reviewed as part of this process, please state this clearly and **include that assessment with your application**.

**Honours students** may apply for a review of their Honours mark using this form. You should note that **your graduation may be delayed** due to the timeframes involved in the review, particularly for HU (Second Class Honours, upper division) grades. A review of an Honours grade may include a viva voce (oral) examination.

If you are **graduating** at the end of this semester, you must **submit your form before you graduate**. Once you have graduated, you are no longer a student and are not eligible for a review.

Please be aware that a review of assessment depends on the College being able to reproduce the original marking conditions. This may not be possible where the assessment has a **practical or performance** component, or where work has been assessed by a panel or contains an oral component. For reviews in these cases, the College will check that the marks are correct and have been totalled correctly. Information about the assessment process will be available in advance, including the steps being taken to ensure fairness, and it is advisable to raise any issues regarding assessment with your College before results are finalised. However, if you wish to raise any issues in this review, please complete page 3.
Once you have completed this form, you may:
- make a payment at U Connect and return the form to U Connect
- make your payment online and return the form via email or hard copy to the Hobart or Launceston Examination Office.

Colleges are asked to finalise a review of assessment within four weeks, however this may take longer depending upon the remarking of the assessment. If you have been offered a supplementary examination and have lodged an application for review of assessment, you should sit your supplementary examination, as your review will not be finalised before the supplementary examination period.

If the outcome of the review is an increase to your Grade (NN, PP, CR, DN) you will be refunded $50. Please note an increase in your mark that does not result in an increased grade will not be eligible for the $50 refund.

Colleges will have the review conducted by a suitably qualified member of the academic staff who will undertake the second marking with reference to the marking criteria. Thereafter, the two markers shall agree to a final mark that may be lower than the original mark awarded; unless there is no one else available with appropriate expertise in the area being examined, in which case the initial assessor will conduct the review.

We will send an email to your University email account once the review is finalised.

The relevant sections of Rule 6 Admission, Assessment and Student Progress are as follows:

5.12.1 A student may apply for a review of their final result notified to them under clause 5.5, only when there are academic or procedural reasons for the request.

5.12.2 A student must apply for a review of assessment within 10 days of the notification of results, with a prescribed application fee and required documents, following the process outlined in the Assessment Policy. Applications will be reviewed and the student will be notified regarding the outcome of their application for review of their final result.

5.12.3 If application for review of assessment is successful, the review will consist of:
(a) an administrative review to check that all relevant work has been assessed and all marks have been totalled correctly; and,
(b) if deemed appropriate with reference to the Assessment Policy, a remark of the final assessment for the unit.
The student will be notified regarding the outcome of this review.

5.12.4 Where the review of assessment has resulted in a different grade than that originally awarded, the result will be formally amended and the application fee will be refunded.
Application for Review of Assessment

Section A - to be completed by student

Student No: ___________  Surname: _________________________________________
Course Code: _________  Given Names: _______________________________________
Unit Code: ____________  Unit Title: _________________________________________
Study Period: __________ Year: __________
Date: ________________  Signature: _________________________________________

Please give a brief outline of your reasons for requesting a Review of Assessment
(Note: a review will only be considered if there are academic or procedural reasons for the request. This must be outlined in the section below)

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You will be notified of the outcome through your University email account

Return form to: Exams.office@utas.edu.au or send hard copy to

Examinations Office  Examinations Office
University of Tasmania  University of Tasmania
Private Bag 47  Locked Bag 1345
Hobart TAS 7001  Launceston TAS 7250
Section B – to be completed by School

Please return both pages.

Student ID ____________ Unit Code _____________ Course Code___________

Name of Initial Assessor ______________________________________________________________

Name of Review Assessor ____________________________________________________________

Please provide a brief explanation if the initial and review assessors are the same person:

__________________________________________________________________________________
__________________________________________________________________________________

Recommendation of Review Assessor: (circle one only)

1. Initial Result Confirmed OR

2. Substitute Initial Assessment

OLD: ______ (Mark) ______ (Grade) NEW: ______ (Mark) ______ (Grade)

Recommended: ______________________________________ (Review Assessor) ___/___/___

I confirm that I am satisfied that this review has been carried out fairly and objectively and that I support the decision of the Review Assessor.

Supported: ______________________________________(Head of School) ___/___/___

Approved by Associate Dean Learning and Teaching (signature required for any change to a result):

College Use Only:

Does the change of result affect the academic status of the student? Yes ☐ No ☐

If the course is completed, does the change affect the student’s eligibility to graduate, or level of award? Yes ☐ No ☐

If ‘Yes’ to either question, attach details of required changes.

This review should be finalised within four weeks of the date of application.
Please return to Hobart (Private Bag 47) OR Launceston (Locked Bag 1345).

Section C – Administrative use only

Receipt No: ____________________________

Comment recorded in SM Initials_______ Date__/__/__
Outcome recorded in SM Initials_______ Date__/__/__
Student notified Initials_______ Date__/__/__
Refund arranged Initials_______ Date__/__/__