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.

Applications for a review of assessment are **due within 10 working days** of the release of the final result in the unit. If you have passed the unit you must **pay a $50 fee**.

If your result is released late, the 10 working days start with the date we release the result. If you are debarred and cannot see your result even though it has been released, you may miss the deadline as no extra time is given to debarred students.

**Important information – please read before continuing**

You may apply to **view your examination script** under the supervision of your School 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 School 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 School 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 school before results are finalised. However, if you wish to raise any issues in this review, please complete page 3.
The process

Once you have completed this form, return it to the Examinations Office on either the Hobart or Launceston Campus.

Schools 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.

Your result after a review of assessment cannot be lower than your result before the review. If the review assessor produces a lower result, your mark and grade will not be changed. If the result is higher, you will be given the higher result, and your $50 will be refunded where applicable.

Schools will have the review conducted by a new assessor, 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 2 governing Academic Assessment are as follows:

23.1 A student may request a review of the final result in a unit that has been notified to them under clause 16.5 or clause 21.3.

23.2 A student who requires a review must make the request in writing to the Academic Registrar on the relevant application form. A student with a pass grade seeking to upgrade their pass will be required to pay any applicable fee. The request and payment must be made within 10 days from the date of the result notification.

23.3 The head of school will arrange for a review of the student’s assessment, if practicable by a different assessor. The review is to include a remarking of any examination paper and a check that all relevant work has been assessed and all marks have been totalled correctly. In the case of honours students such review may, in keeping with the guidelines provided to students by the discipline concerned under clause 6.2, involve a viva voce examination.

23.4 The result of the student in the unit will be amended and the fee paid for the review refunded, if the review discloses that the student should have received a higher grade or percentage mark.

23.5 The Academic Registrar must, without delay, notify the student in writing of the outcome of the review. The notice must include advice that there are limited rights to seek a review in accordance with clause 26.

23.6 A request for a review under this clause is not a complaint for the purposes of the Student Complaints Ordinance.
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: this section is not compulsory, but filling it in may assist your application)
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You will be notified of the outcome through your University email account

Return form to:  Examinations Office  Examinations Office
University of Tasmania  University of Tasmania
Private Bag 45  Locked Bag 1345
Hobart TAS 7001  Launceston TAS 7250
Fax: 03 6226 2087  Fax: 03 6324 3026
Section B – to be completed by School

Please return both pages. If copies are faxed, please forward originals as soon as practicable

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 (note that the new result cannot be lower than the old result, since the final result has already been released):

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 needed for changes to results):

Faculty Use Only:
Does change of result affect academic status of the student? Yes  No

If course is completed, does change affect 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 45) OR Launceston (Locked Bag 1345).

Section C – Administrative use only

☐  Fail  ☐  Pass  ☐  Payment received
(no payment)  (payment required)  Initials ____________

Receipt No: ______________________

Comment recorded in SM  Initials_______  Date ______/
Outcome recorded in SM  Initials_______  Date ______/
Student notified  Initials_______  Date ______/
Refund arranged  Initials_______  Date ______/