

This form allows a student to formally request review of an assessment outcome if they are dissatisfied with a decision made during initial consultation with their lecturer.

**Assessment Review Requests must be made within (5) five working days of receipt of the assessment result.** Applications submitted after the (5) five working day period will not be considered unless there are extenuating circumstances to the application being submitted late that are evidenced within the request.

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused.

Return completed form and supporting documentation to: [info@asahe.edu.au](mailto:info@asahe.edu.au)

Please refer to the [Student Assessment Review Policy](#) and the [Student Assessment Review Procedure](#).

## Section 1: Personal Information

Student ID	<input type="text"/>	Student Name	<input type="text"/>
Course	<input type="text"/>		

## Section 2: Subject Details

Quarter	<input type="text"/>	Year	<input type="text"/>
Unit Code	<input type="text"/>	Unit Name	<input type="text"/>
Assessment Name	<input type="text"/>	Assessment Type	<input type="text"/>

Have you previously communicated with your lecturer regarding this assessment?    Yes    ☐    No

What was the outcome of your communication with your lecturer regarding your assessment?

*If the information provided does not fit in the above box, please attach the details in a separate document*

## Section 3: Basis of Assessment Review Request

Please select one (1) or more options from the following that outline the reasons for the Assessment Review request

- ☐ The learning outcomes were not clearly defined in the unit material
- ☐ Assessment tasks were not clearly defined or outlined in the unit material or to the students
- ☐ The assessment procedure outlined in the unit material was not followed.
- ☐ A piece of work submitted according to stated requirements had not been marked.
- ☐ Perceived bias by a member of academic staff against the student may have affected the grade or mark awarded to the student. This allegation must be supported in writing with specific details.
- ☐ Alleged wrongful advice from teaching staff. Examples include advice relating to the content of the assessment or approval of an extension for an assessment.
- ☐ Inappropriate or incorrect application of marking criteria, calculation, or administration of mark
- ☐ Other – please enter the details below

*If the information provided does not fit in the above box, please attach the details in a separate document*

## Section 4: Supporting Documentation

Applicants are required to provide the following supporting documents with their application.

1. A copy of the original marked assessment
2. Evidence that will support the review request. This must outline in detail from the above criteria selected how and why the request should be considered

## Section 5: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all attachments is true and correct.
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application
- ☐ I authorise ASA to make necessary enquiries in the assessment and verification of this application and to use any information supplied in this application for that purpose.
- ☐ I understand that this request for Assessment Review may result in a change to the result for this assessment and overall unit outcome.
- ☐ I have read and understood the Assessment Review Policy and the Assessment Review Procedure

Student Signature

Date