

APPLICATION FOR A REVIEW OF GRADE

Please return this form to your relevant Faculty:

Faculty of Sciences, Engineering and Health

Email: EA-ADLT-FSEH@cqu.edu.au Fax: 07 4930 6703 Ph: 07 4930 9892

Faculty of Arts, Business, Informatics and Education

Email: results-fabie@cqu.edu.au Fax: 07 4930 9362 Ph: 07 4930 9850 or 07 4930 6380



HOW TO APPLY

1. The INFORMAL CONSULTATION process MUST be completed prior to making application for a Review of Grade (ROG).
2. While an INFORMAL CONSULTATION may be given for each assessment task, only ONE REVIEW OF GRADE per course is permitted.
3. To apply, students must complete and submit this form to the relevant faculty administration within **10 working days** of the Certification of Grades.
4. Please refer to the Review of Grade Procedures at the policy website for further information <http://policy.cqu.edu.au>.

PERSONAL DETAILS

Student number

Title Mr Mrs Ms Miss Dr Other

Family name	Given name	
Mailing address		
Town/city	State	Postcode
Telephone number	Mobile	
Email address		

Program code Program name Term and year

Campus

Brisbane Bundaberg Emerald Gladstone Gold Coast Mackay Melbourne
 Noosa Rockhampton Sydney Distance Education

Faculty

Faculty of Arts, Business, Informatics and Education Faculty of Sciences, Engineering and Health

COURSE DETAILS FOR REVIEW OF GRADE

Please complete a new application for each course.

Course code Course name

Did you have a **supplementary exam/assessment** or a **deferred exam/assessment**? Yes No

Please indicate whether the Informal Consultation process has been undertaken for: Assignment Exam

You MUST have undertaken an Informal Consultation process to apply for Review of Grade

Please include details about where, when and with whom the Informal Consultation/s was/were held or the examination script was viewed

Assessment Item (including exam)	Staff member consulted	Date	Method of contact	Original mark awarded (N/A for exams)	Outcome

Final grade awarded for the course

OFFICE USE ONLY

Section A - To be completed by the Office of the Associate Dean (Learning and Teaching)

Date application received / / CRM/Peoplesoft ID

Has the student undertaken informal consultation? Yes No

Review of Grade Application Allowed Disallowed (If disallowed go to section c)

Reasons

Please provide a statement as to reasons why this decision was reached, which may be included in a letter sent to the student.

Signature

Date / /

Section B - To be completed by the Independent Marker or Office of the Associate Dean (Learning and Teaching)

Depending on the circumstances, the Faculty may decide to conduct either of the following processes:

- a A review of any or all of the nominated items of assessment by an independent marker, as managed by the Associate Dean (Learning and Teaching);
- b Resolution by the Office of the Associate Dean (Learning and Teaching) in consultation with relevant staff and others, exploring and considering all issues raised.

Recommendation Mark/grade stands New mark/grade

Reasons

Please provide a statement as to the decision and the reasons why this decision was reached and include any recommendation for increase or decrease of mark awarded which may be included in a letter sent to the student.

Signature

Date / /

Section C - To be completed by the Office of the Associate Dean (Learning and Teaching) and confirmed by the Associate Dean, Learning and Teaching or nominee.

Assessment Item	Mark before ROG	Mark after ROG

Final grade awarded for the course

Signature

Date / /

If new mark/grade awarded, copy of this form submitted to the Faculty's Grade Processor

Method and date student notified of outcome