

TIPS: Please refer to the topic guidelines as well as the statement of assessment methods (SAMs).
Remember the person you are writing to does not know your story.
You need to explain clearly and provide enough information.

Date

Your name and ID number
Your address and phone number

Name of Dean (Education) of your College
College name
Flinders University

Dear (**insert** title and name of Dean (Education) of your College),

Re. Appeal Against Final Topic Grade

My name is, ID number, and I am a (**insert degree name**) student. I am currently in my (**indicate year of study**).

I am writing to you regarding topic (**insert topic code and name**). I want to appeal against the final grade received for this topic as per Section 17 of the Flinders University Assessment Policies and Procedures. I am appealing on the grounds that: (*Select one or both of the following, depending on your case*)

- Assessment procedures specified in accordance with this policy were not adhered to
- The final grade is wrong or unfair.

I received notification of my grade on (**insert date**) and in accordance with the 20 working days allowed to appeal the final topic grade I now lodge this letter prior to the due date.

In accordance with policy section 17.2, I have been in contact with the topic coordinator (**insert name**) regarding my final grade. (*Please insert the name of the academic staff person you have consulted if other than the topic coordinator or if anyone else has been involved, e.g. course coordinator.*)

This is the section where you build your case: What happened? Why do you think the grade is wrong or unfair?

Please list dates and events in chronological order. Your story may include medical, personal, family or other circumstances. Illness, family illness or death, caring for others, etc. can all be relevant.

Include your previous actions and attempts at resolving the issue, if any. What dates did they occur? What was the outcome of any meetings or discussions?

Evidence: *In writing your story, please remember to **refer to** and **attach** any relevant evidence. This may include medical certificates; death certificates; doctor's or counsellor's letters; relevant email correspondence; support letters from academic staff, agency staff or witnesses.*

I have attached the following documents to support the lodgement of my appeal. They are:
(Please list the evidence that you have referred to)

As per policy 17.2, the nature of the review I am requesting includes:

*(Please state specifically what **outcome** you are seeking from the appeal. Possible outcomes could include: a general reconsideration of the topic grade given your circumstances; a re-calculation of marks; or a re-mark of an exam or an assignment.)*

I look forward to your response to my appeal.

Yours sincerely,

Your name