

## Final Grade Review Request

**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 circumstances. You should explain your situation clearly and provide sufficient evidence to support your request.

**HOW TO SUBMIT:** Please go to the following link <https://students.flinders.edu.au/life-at-flinders/student-complaints-and-appeals> and select "Step 3 – Review" and under "Select the type of Decision" select "outcome of complaint"

Below are our suggestions of what you should include in your request - this can either be entered as text in the box labelled "**Please provide a statement explaining why you are not satisfied with the decision you want reviewed**" or attached as a separate document.

I wish to request a review of the final grade received for (**insert topic code and name**) as per Section 17 of the Flinders University Assessment Policies and Procedures. I am requesting this review because I believe that: *(Select one or both of the following, depending on your case)*

- The 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 request a review of 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. When did they take place? 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; doctor or counsellor letters; relevant email correspondence; support letters from academic staff or witnesses.*

Attached to my application are the following documents to support my request -

*(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 this review. 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.)*