

Review of Remark Request

TIPS: Remember to attach:

- the topic guidelines/Statement of Assessment Methods
- the exercise question
- your original copy of the assessment, and
- the marked copy including feedback/marking rubric

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 request a re-mark of an assignment in **(insert topic code and name)** named **(insert assessment name)**, as per sub-clause 15.4 of the Flinders University Assessment Policies and Procedures. I believe the grade for my assessment is wrong or unfair and I will provide evidence to support this belief.

In accordance with policy section 15.3, I have initiated a review of the mark by contacting the Topic Coordinator **(insert name)**. *(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. the marker or tutor or Course Coordinator).*

I received notification of my grade on **(insert date)**, and had a discussion with Topic Coordinator on **(insert date)**. In accordance with the 10-working day stipulation in policy subsection 15.3, after the discussion with the Topic Coordinator I remain dissatisfied and as per 15.4, I am now lodging this request within the prescribed 10 working days.

The grounds for believing my grade is wrong or unfair are as follows:

Why are you dissatisfied with the grade? We recommend you systematically provide a counter-argument, with evidence whenever possible, of each of the comments outlined by your marker on your assignment/marking rubric.