

Review of Grade Request

TIPS

Please refer to the topic information, statement of assessment methods (SAMs) and grading rubrics. 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/feedback-rights-policy/complaints-and-appeals/reviews>

WHAT TO INCLUDE

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 my **(assessment activity/final grade DELETE WHICH IS NOT RELEVANT)** for **(insert topic code and name)** as per Schedule A, section 4 of the Flinders University Assessment Policy. I am requesting this review on the grounds that the Assessment Policy, supporting procedures, topic information or grading rubrics have not been adhered to or have been incorrectly applied. **(Select what is relevant, depending on your case)**

I received notification of my grade on (insert date) and in accordance with the 20 University Business Days allowed to request a review I now lodge this request prior to the due date. In accordance with Assessment Policy Schedule A(4), I have been in contact with the topic coordinator (insert name) regarding my 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.)**

What happened?

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

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.

Dates and Events

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 counselor letters; relevant email correspondence; support letters from academic staff or witnesses, copies of your graded assessments and marking rubrics.

(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; an alternative or supplementary assessment or a re-mark of an exam or an assignment.)