

Student Administration - Services  
Review of Grade Application

Assessment and Progression Unit  
Locked Bag 1797, Penrith South DC NSW 1797



Read the important information on page 2 before completing this form.  
Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

1 - PERSONAL DETAILS

UWS Student ID number  Daytime contact phone number  +

Title  Family name

Given name(s)

Course code  Course name  Campus

2 - UNIT DETAILS

Unit number  Unit name  Is this your final unit?  
Yes  No

In which session did you do this unit?  What grade is displayed on your Results Notice?

Unit Lecturer's name

3 - REASON FOR APPLICATION

Please indicate your grounds for review of final grade by placing a cross (X) in the appropriate box below. You must attach documentation in support of this review. Any grounds for appeal must be in accordance with the University's Assessment and Examination Policy available at <http://policies.uws.edu.au>

- The Unit Co-ordinator did not provide a unit outline as required.
- The assessment requirements as specified in the unit outline were varied in an unreasonable way.
- Assessment requirements specified in the unit outline were unreasonably or prejudicially applied to the candidate.
- A candidate is of the view that a clerical error has occurred in the computation of the grade.
- Due regard has not been paid to the evidence of illness or misadventure.

Please attach the following documentation in support of your application: unit outline assessment criterion; marks achieved or each assessment item; and any other supporting documentation.

For more detailed information concerning review of grade, please refer to the Assessment and Examinations Policy available at <http://policies.uws.edu.au>

4 - STUDENT SIGNATURE

Please write your iPay receipt number here OR attach a copy of your receipt to this form.

iPay receipt number  +  Date received

Student's signature

SIGN HERE Date

*In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to external agencies such as UAC, DEST, DIAC, Centrelink, other Government agencies, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.*

## IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR A REVIEW OF GRADE

### Closing date for applications

Applications must be lodged with supporting documentation at any Student Centre within 10 University working days of the notification of results on the web.

### When this form should be used

You may only apply for a review of grade on final grades issued at the end of each teaching session. Prior to applying for a review of grade, you should approach the Academic Staff member responsible for marking of the assessment item in dispute or the Head of Program. If after the discussion has taken place, you believe an error has occurred or the result is not a fair reflection of your work, you may apply for a review of the final grade. You must complete a separate application form for each review of grade.

### Application fee

Applications must be accompanied by a payment of \$50.00 if you are applying for a review of any grade other than a Fail Grade. This fee can be paid through <http://ipay.uws.edu.au>.

### Lodging this form

This form should be lodged in person at any Student Centre.

## 1 - HEAD OF SCHOOL

Date received by School

Application accepted

Application forwarded to Unit Co-ordinator for response on

Application dismissed

Application **dismissed** - provide reasons below

Signature  Date

Unit Co-ordinator comments

UNIT CO-ORDINATOR NAME

Signature

## 2 - SCHOOL ASSESSMENT COMMITTEE

Decision  Upheld  Dismissed

Signature  Date

## 3 - RESPONSE TO BE PROVIDED TO STUDENT

School to provide details of response to be given to student

## 4 - CHANGE OF GRADE *Head of School to complete where a Change of Grade has been approved*

Original grade  Mark

New grade (to be written in full e.g. Pass)  Mark

Signature  Date