

# Application for Review of Grade



You must complete a separate application for each Review of Grade.

## SUBMITTING THIS FORM:

- Students must email the completed form and supporting documentation to [wsuic@westernsydney.edu.au](mailto:wsuic@westernsydney.edu.au)
- Applications will be assessed within 10 working days.
- Students will be notified of the outcome via email.

### Part 1: Checklist

You must answer the questions below before submitting this Review of Grade Application.	
Is this application being lodged within 10 University working days of the notification of results on the web?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this Review of Grade (ROG) for a Final grade issued at the end of the teaching session?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you discussed this application with the academic responsible for your grade prior to submitting it?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this Review of Grade for a result that is a Pass mark or above?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you applying for a Review of Grade because you feel that due regard has not been paid to the evidence of illness or misadventure?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this Review of Grade relate to an academic misconduct issue?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Part 2: Personal Details

First Name:	
Last Name:	
Student ID:	
Email address 1:	
Email address 2:	
Mobile Phone Number:	
Course Code:	
Course Name	

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## Part 3: Unit details for which you apply Review of Grade

Unit Code:	
Unit Name:	
Teaching term and year in which you studied the unit:	
Mark:	
Grade:	
Unit Teacher's Name:	

## Part 4: Reason for Application

Please indicate your grounds for review of final grade by selecting the appropriate option(s) below. You must explain how you meet the selected criteria and provide documentation to support your grounds for appeal.	
The Teacher/Course or Program Convenor did not provide a unit outline as required.	<input type="checkbox"/>
The assessment requirements as specified in the unit outline were varied in an unreasonable way.	<input type="checkbox"/>
Assessment requirements specified in the unit outline were unreasonably or prejudicially applied to me.	<input type="checkbox"/>
I am of the view that a clerical error has occurred in the computation of the mark/grade.	<input type="checkbox"/>
Due regard has not been paid to the evidence of illness or misadventure.	<input type="checkbox"/>
Please provide a written statement outlining the incorrect information and what you believe it should be: (maximum 800 characters)	

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Please note: You need to supply evidence to support your application, such as assessment items showing marks and/or correspondence from the Unit Coordinator or Tutor confirming the marks.

## Part 5: Assessment Outcome (WSUIC)

Application assessed by (full name): [Course or Program Convenor]	
Signature:	
Date Assessed:	
Comments:	

Application approved/not approved by (full name): [Academic Director]	
Signature:	
Date approved/not approved:	
Comments:	