

# APPLICATION FOR A REVIEW OF GRADE

## TERTIARY EDUCATION DIVISION

Internal Brisbane, Sydney and Melbourne students should submit this form to their campus.

All other students, please submit this form via email to: [LTSofficers@cqu.edu.au](mailto:LTSofficers@cqu.edu.au)

Further queries in relation to your application should also be directed to this email.



### HOW TO APPLY

1. The INFORMAL CONSULTATION process MUST be completed prior to making application for a Review of Grade (ROG).
2. While an INFORMAL CONSULTATION may be given for each assessment task, only ONE REVIEW OF GRADE per unit is permitted.
3. To apply, students must complete and submit this form to the Tertiary Education Division within **10 working days** of the Certification of Grades.
4. Applications will not be accepted before the Certification of Grades.
5. Please refer to the Review of Grade Procedures at the policy website for further information <http://policy.cqu.edu.au>.
6. Failure to complete this form correctly may result in a processing delay.

### PERSONAL DETAILS

This section must be completed in full.

Student number

Title  Mr  Mrs  Ms  Miss  Dr  Other

Family name		
Given names		
Postal address		
State		Postcode
Daytime telephone number		
Student email address		

Course code  Course name

Term and year  Campus

### UNIT DETAILS FOR REVIEW OF GRADE

Please complete a new application for each unit.

Unit code  Unit name

Did you have a **supplementary exam/assessment** or a **deferred exam/assessment**? Please  Yes  No  
 Assignment  Exam

indicate whether the **Informal Consultation** process has been undertaken for:

*You MUST have undertaken an Informal Consultation process to apply for Review of Grade*

*Please include details about where, when and with whom the Informal Consultation/s was/were held or the examination script was viewed.*

Assessment Item (including exam)	Staff member consulted	Date	Method of contact	Original mark awarded (NA for exams)	Outcome

Final grade awarded for the unit



**OFFICE USE ONLY**

**SECTION A – TO BE COMPLETED BY LEARNING AND TEACHING SERVICES**

Date application received   /   /

CRM/Peoplesoft ID

Has the student undertaken informal consultation?  Yes  No

Review of grade allowed?  Allowed  Disallowed (If disallowed go to section c)

**Reasons**

Please provide a statement as to reasons why this decision was reached, which may be included in a letter sent to the student.

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**Signature**

**Date**   /   /

**SECTION B – TO BE COMPLETED BY THE INDEPENDENT MARKER OR LEARNING AND TEACHING SERVICES**

Depending on the circumstances, the Office may decide to conduct either of the following processes:

- a A review of any or all of the nominated items of assessment by an independent marker, as managed by Learning and Teaching Services;
- b Resolution by Learning and Teaching Services in consultation with relevant staff and others, exploring and considering all issues raised.

Recommendation  Mark/grade stands  New mark/grade

**Reasons**

Please provide a statement as to the decision and the reasons why this decision was reached and include any recommendation for increase or decrease of mark awarded which may be included in a letter sent to the student.

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**Signature**

**Date**   /   /

**SECTION C – TO BE COMPLETED BY LEARNING AND TEACHING SERVICES AND CONFIRMED BY THE DEPUTY DEAN (LEARNING AND TEACHING) OR NOMINEE.**

Assessment Item	Mark before ROG	Mark after ROG

**Signature**

**Date**   /   /

If new mark/grade awarded, copy of this form submitted to the Grade Processor

Method and date student notified of outcome