

# Application for Review of Assessment

STUDENT CENTRE, STUDENT AND ACADEMIC SERVICES



UNIVERSITY OF TASMANIA

**Review of Assessment** is available to all students once the University has released the **final result** for a unit. If you are dissatisfied with your final result, you may apply to have it reviewed.

Review of Assessment consists of re-marking the final exam (where applicable), checking the addition of all marks, and a check to ensure that all marks have been included in the final result.

Applications for a review of assessment are **due within 10 working days** of the release of the final result in the unit. If you have passed the unit you must **pay a \$50 fee**.

If your result is released late, the 10 working days start with the date we release the result. If you are debarred and cannot see your result even though it has been released, you may miss the deadline as no extra time is given to debarred students.

## IMPORTANT INFORMATION – PLEASE READ BEFORE CONTINUING

You may apply to **view your examination script** under the supervision of your School at a mutually agreed time, within one year of the exam. Please give the school 5 working days notice in writing. A lecturer will be present to answer queries about the marking of your script. You are entitled to make a copy of your script, but you may not take your script away. You may be asked to pay for the cost of copying your script. You do **not** need to submit this form to view your examination script.

If you wish to have a piece of **internal** assessment reviewed as part of this process, please state this clearly and **include that assessment with your application**.

**Honours students** may apply for a review of their Honours mark using this form. You should note that **your graduation may be delayed** due to the timeframes involved in the review, particularly for HU (Second Class Honours, upper division) grades. A review of an Honours grade may include a viva voce (oral) examination.

If you are **graduating** at the end of this semester, you must **submit your form before you graduate**. Once you have graduated you are no longer a student and are not eligible for a review.

Please be aware that a review of assessment depends on the School being able to reproduce the original marking conditions. This may not be possible where the assessment has a **practical or performance** component, or where work has been assessed by a panel or contains an oral component. For reviews in these cases, the School will check that the marks are correct and have been totalled correctly. Information about the assessment process will be available in advance, including the steps being taken to ensure fairness, and it is advisable to raise any issues regarding assessment with your school before results are finalised. However, if you wish to raise any issues in this review, please complete page 3.

## The Process

Once you have completed this form, return it to the Examinations Office on either the Hobart or Launceston Campus.

Schools are asked to finalise a review of assessment within four weeks, however this may take longer depending upon the remarking of the assessment. If you have been offered a **supplementary examination** and have lodged an application for review of assessment, you should sit your supplementary examination, as your review will not be finalised before the supplementary examination period.

Your result after a review of assessment **cannot be lower** than your result before the review. If the review assessor produces a lower result, your mark and grade will not be changed. If the result is higher, you will be given the higher result, and your \$50 will be refunded where applicable.

Schools will have the review conducted by a new assessor, unless there is no one else available with appropriate expertise in the area being examined, in which case the initial assessor will conduct the review.

We will send an email to your University email account once the review is finalised.

*The relevant sections of Rule 2 governing Academic Assessment are as follows:*

- 23.1 A student may request a review of the final result in a unit that has been notified to them under clause 16.5 or clause 21.3.
- 23.2 A student who requires a review must make the request in writing to the Academic Registrar on the relevant application form. A student with a pass grade seeking to upgrade their pass will be required to pay any applicable fee. The request and payment must be made within 10 days from the date of the result notification.
- 23.3 The head of school will arrange for a review of the student's assessment, if practicable by a different assessor. The review is to include a remarking of any examination paper and a check that all relevant work has been assessed and all marks have been totalled correctly. In the case of honours students such review may, in keeping with the guidelines provided to students by the discipline concerned under clause 6.2, involve a viva voce examination.
- 23.4 The result of the student in the unit will be amended and the fee paid for the review refunded, if the review discloses that the student should have received a higher grade or percentage mark.
- 23.5 The Academic Registrar must, without delay, notify the student in writing of the outcome of the review. The notice must include advice that there are limited rights to seek a review in accordance with clause 26.
- 23.6 A request for a review under this clause is not a complaint for the purposes of the Student Complaints Ordinance.



**SECTION B – TO BE COMPLETED BY SCHOOL**

PLEASE RETURN BOTH PAGES. If copies are faxed, please forward originals as soon as practicable

Student ID \_\_\_\_\_ Unit Code \_\_\_\_\_

Name of Initial Assessor \_\_\_\_\_

Name of Review Assessor \_\_\_\_\_

Please provide a brief explanation if the initial and review assessors are the same person:

\_\_\_\_\_

\_\_\_\_\_

Recommendation of Review Assessor: (circle **one only**)

1. Initial Result **Confirmed**

**OR**

2. **Substitute** Initial Assessment (note that the new result cannot be *lower* than the old result, since the final result has already been released):

OLD: \_\_\_\_\_ (Mark) \_\_\_\_\_ (Grade)      NEW: \_\_\_\_\_ (Mark) \_\_\_\_\_ (Grade)

Recommended: \_\_\_\_\_ (Review Assessor) \_\_\_/\_\_\_/\_\_\_

I confirm that I am satisfied that this review has been carried out fairly and objectively and that I support the decision of the Review Assessor.

Supported: \_\_\_\_\_ (Head of School) \_\_\_/\_\_\_/\_\_\_

APPROVED BY ASSOCIATE DEAN (TEACHING AND LEARNING)  
[needed for changes to results]:

**This review should be finalised within four weeks of the date of application.  
Please return to Hobart (Private Bag 45) OR Launceston (Locked Bag 1345).**

**SECTION C – ADMINISTRATIVE USE ONLY**

Fail  
(no payment)

Pass  
(incl TP, payment required)

Payment received  
Receipt No: \_\_\_\_\_

Initials \_\_\_\_\_

Flagged on USRS      Initials \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_

USRS flag amended      Initials \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_

Student notified:      Initials \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_

Memo to Finance      Initials \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_