Form checked, scanned, code (AEF1) entered by ECC staff:
Name: _____ Date: _____
Request received: By student in person   ❑
                    By email   ❑

FORMAL REVIEW OF ASSESSMENT - FINAL RESULT (ELICOS)

STUDENT TO FILL OUT "PART A" and "PART B"

OUTCOME/REPLY : will be emailed within 14 calendar days of receipt of a complete application

Submit your application in person or by email: justask@ecc.edu.au

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	

Current course of study:	❑ AE1 ❑ AE2 ❑ AE3 ❑ AE4 ❑ AE5
Do you have outstanding fees?	❑ No ❑ Yes **(If yes ,any outstanding fees must be paid)**
Are you under 18 years old?	❑ No ❑ Yes **(If yes, please attach Approval Letter with Parent/Guardian signature)**

PART B – FORMAL REVIEW (to be completed by the student)

LEVEL/CLASS:	TEACHER(S):

WRITE THE REASONS FOR YOUR FORMAL REVIEW:

❑	<u>Mark for Assessment</u> Name of assessment:
❑	<u>Assessment does not match the assessment in the Course Outline</u> Name of assessment:
❑	<u>Weighting of an assessment task is different to the weighting in the Course Outline</u> Name of assessment:
❑	<u>Final exam</u> Name of section:
❑	<u>Incorrect Final Grade for the AE level due to error in calculation</u>

DECLARATION BY STUDENT

❑   I have made contact with my teacher to discuss an INFORMAL REVIEW and I believe I have valid reasons to ask for a Formal Review.

❑   I understand the deadline to submit a formal review is 30 calendar days from the release of the results and my request is within this deadline.

❑   I understand the FORMAL REVIEW process is for an independent staff member to review the assessment and recommend a final mark/grade

❑   I understand I may Appeal to the Student Appeals Committee any decision reached in a Formal Review, as per the Student Appeals Policy.

❑   I understand if the independent reviewer reviews my final mark – it may be increased, decreased or remain the same.

❑   I have read and understood ECC's *Assessment, Moderation and Examination Procedures* (https://www.edithcowancollege.edu.au/policies)

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	**Signature:**	*(No signature required if you send this application using your ECC student Gmail account)*
	Date:	

Form checked, scanned, code (AEF1) entered by ECC staff:
Name: _____ Date: _____
Request received: By student in person   ☐
By email   ☐

ECC STAFF ONLY	

PART C – NOTIFY ELICOS COORDINATOR FOR NEED OF INDEPENDENT REVIEW (SAS to collate all documentation)

☐	I have emailed this form (in electronic format) + all electronic copies of the review and documentation relating to it.	
Name and Signature (SAS member):		Date:

PART D – ORGANISE and CONTACT INDEPENDENT REVIEWER (to be done by ELICOS COURSE COORDINATOR)

☐	Name of independent reviewer: I have emailed this form (in electronic format) + all electronic copies of the review and documentation relating to it.	
Name and Signature (ELICOS Coordinator):		Date:

PART E - OUTCOME OF <u>FORMAL</u> REVIEW (to be filled out by INDEPENDENT REVIEWER and returned to ELICOS Coordinator)

☐	Assessment does not match the assessment in the Course Outline	**Comments:**
☐	Weighting of an assessment task is different to the weighting in the Course Outline	
☐	Mark is **UNCHANGED**.	
☐	The Assessment / Exam / Unit (please circle) mark **NEEDS TO BE AMENDED**.	**New mark:**
☐	Incorrect Final Grade for the AE level, due to error in calculation	**New Final Grade:**
Please return this form to the ELICOS Coordinator. Name and Signature (Independent Reviewer):		Date:

PART H – REVIEW of FINAL GRADE by ELICOS COORDINATOR

☐	Final grade needs to be amended: _____ (e.g. 52/C)
☐	Final grade is **UNCHANGED**.
Please return this form to Student and Academic Services. Name and Signature (ELICOS Coordinator):	Date:

PART G – SAS to amend student file in system

☐	I have amended Navigate, files in H drive etc etc
Name and Signature (SAS member):	Date: