

FORMAL REVIEW OF ASSESSMENT/FINAL RESULT (PATHWAY)

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		Family name	
First name		Mobile	
Current course of study (foundation, diploma, PQP), detailed name:			

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

UNIT:	LECTURER:
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Before submitting this FORMAL review, please make sure you have completed the following steps:

Step 1:

☐ I have contacted my lecturer to request an INFORMAL review of my result within 7 calendar days of my results

Step 2:

☐ I have attached my lecturer's response, *OR*

☐ I have not had a response from my lecturer and 7 calendar days have passed, AND I attach my email sent to the lecturer

Step 3:

☐ It is **still within 30 calendar days** since the release of my results

WHAT GRADE/MARK ARE YOU ASKING TO HAVE REVIEWED? (Assessment or Final Unit Grade? If you are reviewing an assessment, write the assessment name *e.g. Assessment 2 Short Answer*).

WHAT ARE YOUR REASONS? (Write your reasons for asking for a Formal Review)

DECLARATION BY STUDENT

- ☐ I have made contact with my lecturer 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:

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

☐

Name of Unit Coordinator / Course Coordinator:

I have emailed this form (in electronic format) + all electronic copies of the INFORMAL review and documentation relating to it.

Name and Signature (SAS member) (No signature required if application is sent using Navitas/ECC official email account):

Date:

PART D – APC to ORGANISE and CONTACT INDEPENDENT REVIEWER

☐

Name of independent reviewer:

I have emailed this form (in electronic format) + all electronic copies of the INFORMAL review and documentation relating to it.

Name and Signature (Unit / Course Coordinator) (No signature required if application is sent using Navitas/ECC official email account):

Date:

PART E – OUTCOME OF FORMAL REVIEW (to be filled out by INDEPENDENT REVIEWER and to be returned to APC)

☐

Assessment

☐

Final grade

Comments regarding review:

☐

Mark is **UNCHANGED**

☐

Assessment / Exam / Unit mark needs to be amended:

(e.g. 33)

Name and Signature (Independent Reviewer) (No signature required if application is sent using Navitas/ECC official email account):

Date:

Please return this form to the APC (or nominee)

PART F – APC to notify SAS of outcome of INDEPENDENT REVIEW

☐

I have provided this form and documentation relating to it, to SAS.

☐

The **FINAL MARK** for the unit remains **UNCHANGED**.

☐

The **FINAL MARK** for the unit needs to be amended:

(e.g. 52/C)

Name and Signature (APC) (No signature required if application is sent using Navitas/ECC official email account):

Date: