APPLICATION FOR REVIEW OF FINAL GRADE

IMPORTANT INFORMATION

This form is to request a review of your final grade.

Before submitting this form, please ensure:

- you have read the University’s Procedures for the Review of Assessment and Final Grade at www.usc.edu.au/university/governance-and-executive/policies-and-procedures/review-of-assessment-and-final-grade-procedures
- that your grounds for a review are based on one or more of the permissible grounds as listed in Section 3
- that your grounds for a review are NOT listed in the above mentioned procedures as not valid grounds (See page 2)

NOTE: If a review is granted, the result awarded from that review will stand as the final result for the work, regardless of whether it is higher or lower than the result originally awarded. Thus a review may result in the assignment of a lower grade.

This application form must be submitted no later than 10 working days after the release of the final grade.

1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>USC student ID number</th>
<th>Family name:</th>
<th>Given name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone number:</th>
<th>USC email address:</th>
</tr>
</thead>
</table>

Program of study:

2. FINAL GRADE TO BE REVIEWED

Please list below the course for which the review is requested.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Assessment item</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Semester/Session:</th>
<th>Year:</th>
</tr>
</thead>
</table>

Current course final mark (eg 70): Current course final grade (eg CR):

3. REASON FOR SUBMISSION OF REVIEW OF FINAL GRADE

- As per the Review of Assessment and Final Grade Procedures there are specific grounds under which you may seek a review of your final grade. You must also be able to provide evidence.

- Valid Grounds for Review. From the list, tick the box(es) your request relates to:
  - A piece of work handed in on time was not marked.
  - Feedback on assessed work was not received within fifteen (15) working days.
  - Alleged wrong advice from the staff teaching the course. For example, content of the examination or approval of an assignment extension.
  - The result/grade/final mark was not based on the assessment criteria or assessment process as specified in the Course Outline, or any subsequent amendment made in accordance with the Assessment: Courses and Coursework Programs – Procedures.
  - The assessment did not comply with the requirements of the Assessment: Courses and Coursework Programs – Procedures (and the course was not approved for an exemption from the Procedures).

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APPLICATION FOR REVIEW OF FINAL GRADE FORM

☐ Alleged discrimination, prejudice or bias on the part of the assessor or any other person involved in determining the result awarded. This allegation must be supported by specific examples.

☐ Special Consideration. If you can demonstrate that special consideration should be applied due to an unexpected or exceptional circumstance beyond your control that has adversely affected your performance in an assessment task. You must provide evidence that the result received for this assessment impacted on your final course mark/grade.

Special Consideration circumstances include (please tick from the list below):

☐ death or serious illness of a close family member
☐ an unexpected illness
☐ a re-occurrence of a chronic illness
☐ a severe disruption to domestic arrangements
☐ being a victim of crime
☐ an accident
☐ other exceptional circumstances (except those in the list of not valid grounds below) which the Executive Dean accepts as reasonable

The following are not valid grounds for a review:

- the specified learning outcomes of the course
- the assessment methods approved for the course
- the standard required to receive particular grades in the course
- a study overload
- personal and medical problems other than those permitted on the basis of special consideration;
- financial implications of not passing the course
- final mark/grades received by other students in the course
- final mark/grades received by the student in other courses
- the amount of work the student has done
- a penalty imposed on a student for academic misconduct or plagiarism in accordance with University guidelines
- need for additional marks to achieve a higher grade

Please provide a FULL explanation of the reason why you are requesting a review of your final grade (attach additional sheets if required).
4. SUPPORTING DOCUMENTATION AND EVIDENCE

Please ensure that the following information is provided;

- If you are asking for a review of an assessment item the review process may require that the item of assessment is re-marked by an appropriate independent assessor. This process will require you to provide both the original marked item and a clean copy of the assessment item. **Note:** Final exam papers are held by the Course Coordinator.
- Evidence that your final grade or mark has been disadvantaged by the circumstances outlined in your grounds of appeal.

5. STUDENT DECLARATION

I declare that to the best of my knowledge that information supplied is correct and complete.

Student signature: ___________________________ Date: ___________________________

THE OUTCOME OF APPLICATION

Students will be advised of the outcome of their application by email to their student email account.

PROTECTING STUDENT PRIVACY

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Privacy Policy at: [www.usc.edu.au/privacypolicy](http://www.usc.edu.au/privacypolicy)

ENQUIRIES AND LODGEMENT

Lodge completed form **no later than 10 working days** after release of the relevant final grade.

<table>
<thead>
<tr>
<th>In person:</th>
<th>Email: <a href="mailto:studentcentral@usc.edu.au">studentcentral@usc.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Central, Ground floor, Building C Sippy Downs Campus</td>
<td>Tel: +61 7 5430 2890</td>
</tr>
</tbody>
</table>

Office hours: Monday – Thursday: 8.30 am – 5.00 pm  
Friday: 8.30 am – 4.30 pm

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Course code</th>
<th>Faculty decision</th>
<th>Dean (or Dean’s delegate) signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No change</td>
<td>New mark</td>
<td>New grade</td>
</tr>
</tbody>
</table>

Explanation for ‘no change’ outcome:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

[ ] Email sent to student to advise the outcome  [ ] Submitted change of grade to Student Administration

Signature: ___________________________ Date: ___________________________