

Application for RE-ASSESSMENT OF STUDENTS' WRITTEN ACADEMIC WORK

1. A student may apply for re-assessment of the original mark of a written assessment task worth 20% or more of the total unit assessment or for re-assessment of the final mark in a unit **within 14 days** of the assessment task result or final result being released.
2. There is a 2 Step process involved that **MUST** be followed in order.
- 3 **STEP 1: The student MUST first discuss queries about performance in assessment tasks with the relevant Lecturer/Tutor. The Lecturer/Tutor must complete & sign the declaration below to confirm that the Assessment has been reviewed and discussed.**
- 4 **STEP 2: After completing Step 1 and to take the issue further, the student must complete Step 2 and lodge this form with the Course Coordinator via the Course Administrative Officer.**

See overleaf for further details

FAMILY NAME (Block Letters)	STUDENT IDENTITY NUMBER	MAIN CAMPUS
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
OTHER NAMES	DATE OF BIRTH	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
ADDRESS (Block Letters)		
<input style="width: 95%;" type="text"/>		
TOWN/SUBURB	POSTCODE	TELEPHONE
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
COURSE CODE	COURSE NAME AND SPECIALISATION	
<input style="width: 90%;" type="text"/>	<input style="width: 95%;" type="text"/>	

STEP 1

ASSESSMENT TASK YOU WOULD LIKE TO BE RE-ASSESSED		
<i>Please note if applying for a re-assessment of an assignment then you will be required to submit the assignment with this application.</i>		
UNIT CODE	UNIT NAME	YEAR
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
I confirm that I have reviewed and discussed the assessment for <i>(Please tick appropriate box)</i>		
<input type="checkbox"/> ASSIGNMENT	<input type="checkbox"/> FINAL EXAMINATION	<input type="checkbox"/> FINAL RESULT IN UNIT
OUTCOME OF DISCUSSION: _____		
NAME OF LECTURER _____ /		SIGNATURE OF LECTURER _____ Date / /

STEP 2

DETAIL REASON(S) FOR APPLICATION

Student signature: Date:/...../.....

OFFICE USE ONLY – DECISION OF RE-ASSESSMENT REQUIREMENTS FOR RE-ASSESSMENT MET: YES / NO _____ CONFIRM ORIGINAL RESULT: YES / NO _____ AMEND FROM ORIGINAL RESULT _____ TO NEW RESULT _____ DECISION APPROVED AND AUTHORISED BY _____ / /	OFFICE USE ONLY Submission of re- assessment form/...../..... Sent to Course Co-ordinator/...../..... Return to Course Administrator/...../..... Student notified of outcome:/...../.....
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THE PROCESS:

1. A student may apply for re-assessment of the original mark of a written assessment task worth 20% or more of the total unit assessment or for re-assessment of the final mark in a unit **within 14 days** of the assessment task result or final result being released.
2. There is a 2 Step process involved that **MUST** be followed in order.
3. **STEP 1: The student MUST first discuss queries about performance in assessment tasks with the relevant Lecturer/Tutor. The Lecturer/Tutor must complete & sign the declaration to confirm that the Assessment has been reviewed and discussed.**
4. **STEP 2: After completing Step 1 and to take the issue further, the student must complete Step 2 and lodge this form with the Course Coordinator (or Head of School if the Course Coordinator is the original marker) via the Course Administrative Officer.**

NB The student should provide good reasons for requesting a re-assessment. The Course Coordinator will determine whether the reasons given warrant proceeding with re-assessment.

5. If requesting re-assessment of an assignment, a student **MUST** supply a clean copy of the assignment **AS WELL** as the original marked version.
6. On receipt of the application, the Course Coordinator will determine whether the application complies with the requirements at point 1 above and whether the reasons given by the student warrant the assessment being re-assessed. liaise with unit lecturer/s and moderator/s. The re-assessor will reconsider the work on the basis of assessment criteria in the unit material.
7. Should the Course Coordinator determine that a re-assessment is warranted, an appropriate member of academic staff will be requested to re-assess the assessment task according to the moderated assessment criteria and advise the Course Coordinator of the outcome. Where an assignment is being reassessed, the academic re-marking will be given the unmarked copy to assess; they will not be given the original marked copy.
8. The Course Coordinator will advise the student in writing or by email as to whether or not a re-assessment has been granted; and of the outcome of a re-assessment.
9. The options for re-assessment outcomes are:
 - a. The original result is confirmed OR
 - b. The result is amended upwards from the original result OR
 - c. The result is amended downwards from the original result.
10. A student has the right to appeal to the Head of School, the Faculty Dean and finally the University Ombudsman should they still be dissatisfied.

The Faculty of Education Policy on Reassessment of Students' Written Academic Work is available at www.latrobe.edu.au/education/policy.htm