

A TROBE UNIVERSITY  
FACULTY OF LAW AND MANAGEMENT  
PROCEDURES FOR REQUESTING A REVIEW OR RE-MARK

**Stage One – A Review**

Students with queries or concerns about their result for an assessment task or for a subject should first ask the lecturer to review their work with them. The lecturer will discuss the student's performance in the assessment task with reference to the grading criteria and will also check that the result has been calculated correctly but will not re-mark the work.

The review must take place within ten working days of the publication of the result for the task or, in the case of a final examination, for the subject.

**Stage Two – A Re-mark Request**

If the student is not satisfied with the outcome of the review, the student has a further ten working days to apply in writing to the Head of the relevant School for a re-mark.

The application for a re-mark must:

- include evidence that the assessment task has been reviewed by the original marker
- report the result of the review
- explain the grounds on which the re-mark is sought

A student may request a re-mark of an assessable piece of work only on the grounds that the original assessment:

- was biased; or
- failed to follow the published assessment criteria or grading scheme for the assessment task.

The student must provide evidence to support the grounds claimed.

If the application for re-mark is rejected, the Head of School will notify the student within ten working days, providing reasons for the rejection.

The student may appeal against the decision. (See Appeal Process)

If the application for a re-mark is accepted, the Head of School will arrange for the re-mark and will advise the student of the outcome within ten working days of the decision of the re-marker.

**Appeal process**

A student whose application for a re-mark is rejected may, within ten working days of the date of notification, appeal to the Dean of the Faculty . The Dean will:

- investigate the appropriateness of the grounds for the rejection;
- either direct a re-mark or confirm that the original mark will stand; and
- advise the student of the decision within ten working days.

A student has the right to appeal to the University Ombudsman and ultimately the state Ombudsman if still not satisfied.