

To appeal against the result of an Assessment (Assignment, Test, Exam)

Before completing this form please read the **Appeal Guidelines for Students** at:  
<http://wwwdev.ecu.edu.au/student/assessment/appeals/>

**Procedure**

1. You must make an appointment to go through your **INFORMAL RESULT QUERY** with either your tutor, lecturer, unit coordinator, or nominated faculty representative.
2. Fill in the details on this form and take it with you to your appointment.
3. If you are satisfied with the outcome of your appointment no further action is required.
4. If you are still dissatisfied with the outcome of the discussion and wish to take the matter to formal appeal you will need to complete a **RESULT APPEAL APPLICATION** form and attach this form signed by the Faculty staff member that you had your discussion with.

**Note:** A Result Appeal Application form must be submitted within fifteen (15) working days of release of the original result.

STUDENT NUMBER									
Surname/Family Name <i>(Block Letters)</i>					Given Name(s) <i>(Block Letters)</i>				
Day Contact Telephone Number:					Mobile Number				

**I request a review of an assessment result in:**

Unit Code	Unit Title	Grade/Mark	Lecturer's Name
<b>Nature of assessment against which appeal is being lodged (tick appropriate box/es)</b> Assignment <input type="checkbox"/> Examination Result <input type="checkbox"/> Final Grade <input type="checkbox"/>			
STUDENT SIGNATURE			Date

RESPONSE of LECTURER (or nominee)	Please record response on back of this form <b>Note:</b> <ul style="list-style-type: none"> <li>• Lecturer (or nominee) to make a copy of this form and response to be kept with assessment item as a record of the discussion.</li> <li>• Original of this form to be returned to student.</li> </ul>		
LECTURER'S (or nominee's) SIGNATURE		Date	
LECTURER (or nominee) <i>(Please Print Name)</i>	Contact Number		

**PTO→**

