

# Final grade appeal application

The University's Grade Appeal Policy can be found here: <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

The grade appeal process ensures that students are not disadvantaged on procedural grounds (i.e. where proper stated procedures are not followed). It is not to be submitted as an automatic response to an undesirable outcome. Appeals will be treated seriously and fairly but in return they must be genuine and carefully justified in terms of the allowable grounds for appeal.

Grade appeals will be screened prior to processing and those found not to meet these criteria will be rejected without further consideration. The following are not valid grounds for appeal:

- Failure, including claims regarding effort put in or beliefs about performance
- Challenges to marking - the academic judgement of Unit Convenors and markers is not open to question.

Questions on these points should be addressed via consultation with the Unit Convenor.

**Grade Appeals must be submitted within 20 working days from the published result date for the grade you wish to appeal.**

Note: If you are appealing on grounds that a clerical error occurred during the determination of your grade you will need to provide evidence of any clerical errors.

You are therefore expected to have reviewed your grade with your Unit Convenor before submitting a final grade appeal.

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# Final grade appeal application

Student number: \_\_\_\_\_

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Unit code: \_\_\_\_\_ ECFS: \_\_\_\_\_ Unit name: \_\_\_\_\_

Have you already reviewed your grade with your Unit Convenor?  Yes  No

## Grounds - please indicate why you wish to appeal your grade:

- Clerical error** – I believe a mistake was made when my mark was calculated.
- Unit guide does not meet policy** – The provided unit guide does not meet the Unit Guide Policy. The University's Unit Guide Policy can be found here: [http://mq.edu.au/policy/docs/unit\\_guide/policy.html](http://mq.edu.au/policy/docs/unit_guide/policy.html).
- Variation of assessment requirements** – I believe that I have been disadvantaged by variation of the assessment requirements or feedback provisions as detailed in the unit guide.
- Due regard was not given to illness or misadventure** – I have previously been found eligible for special consideration in the unit and believe that due regard was not given to circumstances therein.
- Conduct of assessment task** – I believe that the conduct of an assessment task has disadvantaged me in some way.

A formal grade appeal must be supported by evidence. Applications that do not address and demonstrate grounds for appeal will be considered invalid.

Please outline the reasons why any of the above grounds are relevant to your final grade appeal application. Attach a copy of any further information, including any written correspondence you have had with your Unit Convenor relevant to your appeal.

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## Student Declaration - By signing this document:

- I understand that provision of incorrect information may result in disciplinary action taken against me; and
- I accept that Grade Appeals will be screened for validity prior to processing and that appeals not relating to the permissible grounds, or where the evidence presented is not consistent with the grounds selected above will be rejected

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MAFC AUTHORISATION

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_