

Re-mark Request Form

Requests must be made within 5 working days of the assessment results release. Students must make an appointment to meet with the Academic Coordinator before submitting the Re-mark Request form. For hard copy assignments, students must bring in a copy of their marked assignment when meeting with the Academic Coordinator. For examinations, students will be required to book an examination viewing with the Academic Coordinator prior to completing this form. Please keep your requests factual and objective, and utilise direct quotation from your paper. Justification for a remark should be based on the assessable content of the assessment piece.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

Personal Details

Title: Dr/Mr/Mrs/Ms/Miss/Other (please specify):	
MIT student ID	
First name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname	
Date of birth (d/m/y)	
Telephone (home/mobile)	
MIT email	
Current residential address	
Suburb	
State	Postcode

Subject information

I request a re-mark for the following assessment:	
Assessment due date	Assessment result date
Unit/Class	
Teacher	

Reason for request (Please indicate one reason)

<p>Marking objections</p> <p><input type="checkbox"/> The mark for the assessment was not based on the published marking guidelines</p> <p><input type="checkbox"/> Demonstrated bias affecting the assessment activity</p> <p><input type="checkbox"/> Demonstrated wrong advice from staff teaching the unit</p> <p><input type="checkbox"/> A calculation error in the totalling of marks</p> <p><input type="checkbox"/> Questions, or parts of questions have not been marked</p>	<p>No fee</p> <p>In these cases, you can request a re-mark and no fee will be charged. Please provide evidence to support your claim. Evidence could be examples of advice given in class, comparisons of other marked work, or a written signed statement by the student.</p>
<p>Performance & marking implications</p> <p><input type="checkbox"/> The assessment methods approved for the unit</p> <p><input type="checkbox"/> The standard required to achieve a particular mark in the unit or assessment activity</p> <p><input type="checkbox"/> A study overload</p> <p><input type="checkbox"/> Personal and medical problems, which should be dealt with by deferred assessment</p> <p><input type="checkbox"/> Financial implications of not passing the unit</p> <p><input type="checkbox"/> Grades received in other units or other assessment activities</p> <p><input type="checkbox"/> The amount of work the student has done</p> <p><input type="checkbox"/> A penalty imposed for plagiarism in accordance with policy</p> <p><input type="checkbox"/> The need for additional marks to achieve a particular grade</p> <p><input type="checkbox"/> A penalty imposed for late submission in accordance with policy</p> <p><input type="checkbox"/> Other</p>	<p>Fee applies</p> <p>In these cases you may still request a re-mark at a fee of \$150. (payable by card only at the MIT administration office).</p>

Student declaration

If a hard copy assignment, I have attached the original marked copy of the assessment. All other marked assessments will be provided by MIT. I understand that only one re-mark per assessment is permitted and that based on this re-mark my result may go up or down and this will be my final result for this assessment.	
Student's signature	Date

Office use only

Request for re-mark: <input type="checkbox"/> No fee <input type="checkbox"/> Fee applies	
Signature of Academic Coordinator	Date

Students will be advised if the re-mark is approved. In the case of a paid re-mark, an independent marker will re-mark the original assessment submitted. If the independent marker confirms that the original marking is accurate the student will be informed within fifteen (15) working days of the re-mark request and the original mark allocation will stand. If the independent marker confirms that the original marking did not accurately reflect the result of the assessment item, the result will be amended. The amended mark (higher or lower) will be recorded as the final result for that assessment item. The student will be advised of the amended mark within fifteen (15) working days of the remark request form being received. Students who wish to lodge a grievance about the re-mark process (not the academic judgement used in re-marking their assessment item) should refer to the Student Grievance process. For further information please refer to Kaplan Academic Policy 2.8
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