

# AC02 – REVIEW OF ASSESSMENT OUTCOME REQUEST

Higher education students who disagree with the outcome of a graded assessment may be able to request a review of their result, as per the [Assessment for Learning: Review of Individual Assessment Outcomes Procedure \(HE\)](#).

## Important information

- Students may seek advice and assistance from [Student Advocacy](#).
- Students are encouraged to discuss their assessment feedback with their tutor, lecturer, or assessor before completing this form. Learning Advisors at the [Learning Hub](#) are also available to assist you to understand your assessment feedback.
- This form must be submitted within five (5) working days of [result publication](#).
- The result review outcome determined by the Course Chair (or equivalent) is final.
- Use the 'Email Us' button on [ASKVU](#) to submit this form and supporting documentation to your [Course and Unit Advisor](#).

## 1. STUDENT DETAILS

Student ID		Student name	
Course title		Course code	
Unit name		Unit code	
Unit convenor			
Semester/Block			
Teaching staff			

I have already discussed the assessment outcome with my tutor/assessor/lecturer.

☐ Yes ☐ No

I have attached evidence to support my request for a review of my assessment.

☐ Yes ☐ No

I believe I have grounds because (please select one):

- ☐ There was bias on the part of the assessor.
- ☐ The assessment was inappropriately constructed or an inadequate basis was provided for completing it.
- ☐ The assessment was of a scale or degree of difficulty not commensurate with the level and weighting of the unit.
- ☐ The assessor made an error of fact in assessing the content of the submitted work.

My reasons are (you may attach extra pages if necessary):

## 2. STUDENT DECLARATION

I confirm that the above information is correct.

Signature	Date
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## COLLEGE USE ONLY

For instructions on how to process this form, please refer to the [Assessment for Learning: Review of Individual Assessment Outcomes Procedure \(HE\)](#).

- The Course Chair or equivalent is responsible for determining the outcome of the review request.
- A remark or reassessment cannot be performed by the original assessor.
- If a result amendment is required, the College must lodge the result amendment form with the Examinations Office.

## OFFICE USE ONLY

### Determination by Course Chair (or equivalent)

The ground identified by the student is: ☐ Upheld ☐ Not upheld

- ☐ A new assessment should be performed by an alternative assessor (College to schedule reassessment).
- ☐ An amended result is appropriate and should be recorded (assessments to be remarked by an independent assessor).
- ☐ The result stands without amendment.

Reasons for determination & actions taken (you may add additional pages if necessary):

Signature

Date

### Student Outcome

- ☐ The result stands without amendment. Final unit result:
- ☐ A new assessment will be performed by an alternative assessor on   
Further details will be sent to your VU student email account. Final unit result to be determined.
- ☐ The original assessment grade of  will be amended to   
Final unit result:

Date

### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

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## CONTACT US

If you have any questions, you can access ASKVU ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on +61 3 9919 6100.

Our **VUHQs** are located at the following campuses:

- ♦ City Campus
- ♦ Footscray Park
- ♦ Sunshine
- ♦ Footscray Nicholson
- ♦ St Albans
- ♦ Werribee