**School of Science**

**REQUEST FOR REVIEW OF ASSESSMENT RESULTS**

**Section 1**

|  |
| --- |
| Family Name: |
| Given Name: |
| Student Number: |
| Course Name: |
| Course Code: | Semester: | Year: |

Assessment type (please tick): □ Exam □ Assignment

Exam type (please tick): □ Final □ Supplementary

**Section 2 A**

Some Course Coordinators/ Lecturers organise a scheduled exam review session, some will organise the review on an ad-hoc basis. Please contact your course coordinator first for advice if you have not received one. This section is to be filled in if you have attended the exam review session for your course. You will be provided with your exam script. Please review your answers and if you feel that there are incorrect and/or inconsistent marking provide the details below. This MUST include question numbers and answers you have concerns about.

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**Please complete section 2B over the next page**

**Section 2 B**

Date of review:\_\_\_/\_\_\_/\_\_\_

Lecturer who attended the review:

Please submit the complete form to the lecturer at the review session. You should receive the outcome, sent to your student email account, within 7 days.

**Section 3**

Fill in this section **ONLY** if you have not reviewed your exam/assignment with the course lecturer. Please note you need to attempt to contact the course coordinator/lecturer first regarding your exam review.

Provide detailed reason for why you were not able review the exam/assignment with the course lecturer.

Include supporting documentation if relevant. Submit the form to Science Academic Services Team Enquiries counter in (03.02.01) or log an enquiry via RMIT Connect and attach this form.

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**Section 4**

Office Use Only

**To be completed by the exam reviewer. Please attach this form as part of your evidence if you are making a grade amendment.**

Review conducted by:

Original mark: \_\_\_\_\_\_ New mark: \_\_\_\_\_\_

Comments: