

Higher Education Remark and Review of Grade Fact Sheet - Students



If you are seeking one of the following, you should read this fact sheet **BEFORE** proceeding with a request.

1. Remark of Assessment
2. Review of Grade

Remark of Assessment

Applies to an individual assessment item in a Unit of Study.

Review of Grade

Applies to the FINAL grade awarded for the Unit of Study as a whole.

Valid Grounds for request

The criteria for a remark of assessment or review of a final grade must include one or more of the following:

- (a) The Unit of Study Convenor did not provide a Unit Study Guide as required.
- (b) The assessment requirements as specified in the Unit Study Guide were unreasonably varied.
- (c) Assessment requirements specified in the Unit Study Guide were unreasonably or prejudicially applied.
- (d) Decisions did not consider facts, evidence or compassionate and /or compelling circumstances.
- (e) The mark/grade was not based on the assessment criteria or assessment process specified in the Unit Study Guide, or any subsequent amendment made in accordance with the Assessment Procedures;
- (f) A piece of work handed in on time was not marked.
- (g) Alleged wrong advice from staff teaching the Unit of Study (e.g., about the content of the examination or approval of an extension for an assignment). (This allegation must be supported by specific examples).
- (h) Alleged discrimination, prejudice or bias on the part of the marker or any other person involved in determining the result awarded (This allegation must be supported by specific examples).
- (i) A clerical error has been made in the calculation of the mark/grade.
- (j) A clerical error has been made when entering the mark/grade into a TAFE Queensland recording and reporting system.
- (k) Other reasons: You must outline those clear and support the claim with specific examples/evidence.

Invalid Grounds

The following are not considered valid grounds for a request: Challenges to:

- (a) the specified learning outcomes of the Unit of Study;
- (a) the assessment methods approved for the Unit of Study;
- (b) the standard required to receive particular grades in the Unit of Study;
- (c) a study overload;
- (d) personal and medical concerns other than those permitted on the basis of special consideration;
- (e) financial implications of not passing the Unit of Study;
- (f) marks or grades received by other students in the Unit of Study;
- (g) marks or grades received by the student in other Unit/s of Study;
- (h) lack of language proficiency;
- (i) the amount of work you have done;
- (j) a penalty imposed on you for academic misconduct or plagiarism in accordance with TAFE Queensland policies and procedures; or
- (k) the need for additional marks to achieve a higher grade.

PROCESS

If you meet the eligible criteria above applications must be submitted along with relevant supporting evidence within the specified time frames. Applications submitted after these timelines will not be accepted.

- (a) *Assessment remark* request application - must be lodged within five (5) working days of release of the mark.
- (b) *Review of final grade* application – must be lodged within ten (10) working days of release of the final grade.

Obtain the relevant form from the TAFE Queensland policy Library on the website, or from your local faculty administration officer and submit the completed form to the faculty administration office by the due date (as outlined in the relevant form). Applications can be submitted in person or electronically to HigherEd@tafeqld.edu.au

Applications must indicate:

- (a) how the mark received or the final grade awarded does not reflect the quality of the assessment item/s in relation to the published assessment criteria; and/or
- (b) how you were disadvantaged in one or more of the above criteria.

OUTCOME

- You will be notified of the decision of your application, in writing, along with any further requirements in accordance with the time frames outlined on the relevant form.
- You may be asked to submit further evidence
- You may be asked to submit an extra piece of assessment (Review of Grade decision).
- Reviews and remarks in all cases will be undertaken via a blind marking process where your identity remains hidden. Blind marking may be conducted internally or by an external independent expert.
- Your final mark or grade may be amended as a result of your application.
- In some cases, marks or final grades may be increased or reduced in order to maintain academic quality and integrity standards, or where there have been administrative errors made.
- You may appeal a decision made under the Marking and Grading procedure.

OTHER

Whilst a decision is pending:

- You should continue with all remaining study; attend classes and tutorials and submit assessments.
- You should enrol in your next Unit/s of Study – speak with the Course Coordinator where a Unit of Study is a requisite for another and the final grade has not been determined at the time of re-enrolment.
- You may miss a graduation event if the decision remains outstanding at the time of conferral.