

## Lodging a Grade Appeal Form

Before you initiate this process, please read the *Assessment Policy and Procedure* and *Student Complaints and Appeals Policy and Procedure*.

The Grade Appeal Form is for students who are not satisfied with an assessment outcome. If you require advice prior to lodging an appeal against a grade, or support during the process, please contact [insert contact number].

**Please note:** This grade appeal process may result in you receiving a lower grade than you initially received as a grade review may determine that the grade initially awarded was higher than it should have been.

If you wish to proceed to lodge an appeal against a grade, please complete this form, attach to it all relevant supporting documentation, and submit it by email or in person-to:

[insert submission information here]

**Last Name:**

**First Name:**

**Course of Study:**

**Student ID:**

**Unit:**

*(Please indicate the unit of study relevant to your appeal and whether you are appealing the grade for the unit overall or for a particular assessment task or tasks.)*

**Assessment Task:**

*(If you are appealing the grade for a particular assessment task or tasks, please indicate the assessment task or tasks for which you are lodging this appeal.)*

**Basis of the Appeal:**

*(Please indicate by ticking the relevant boxes the reasons for your grade appeal.)*

- A clerical error occurred in the calculation of a final grade.
- The Unit Guide did not accurately describe the assessment task.
- The Unit Guide did not accurately describe the criteria used for grading the assessment task.
- Feedback was not provided on earlier assessment task in accordance with the Unit Guide.
- The way in which the assessment task was conducted or administered was unfair.
- The assessor was not objective.
- Other.

*(Please provide further details regarding the basis for your grade appeal.)*

**Supporting Documentation:**

*(Please list any documentation you have attached to this form to support this grade appeal.)*

**Privacy and Personal Information**

You are entitled to protection of the personal information you provide. Your personal information is treated according to the law and the *APAC Privacy Policy and Procedure*.

The personal information collected on this form will allow your matter to be properly considered. During this process, APAC may need to disclose some personal information to other organisations, including as required by law.

By signing and submitting this form, you consent to APAC using and disclosing your personal information as described above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_