

APPEAL AGAINST ASSESSMENT	
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Student Number	
Family Name	
Given Name/s	
Telephone	
Fax	
Email	

2. CHECKLIST
 Have you:

- made an appointment and discussed the matter with your unit controller
- completed all the requirements for the unit up to and including the work under dispute

3. COURSE/UNIT DETAILS

Course/Study Package Code	
Course Title	
Unit/Component Package Code	
Unit Title	
Unit Controller's Name	
Lecturer/Tutor's Name	

4. BASIS FOR APPEAL (Please tick (√) appropriate section/s)

Grade not based on agreed assessment criteria	
Assessment method at variance with statement on unit outline	
Unfair grade based on stated criteria and quality of work	
Work handed in on time was not marked	
Other reason (please specify)	

5. SUPPORTING STATEMENT
 Attach a copy of the relevant part of the unit outline if applicable. Identify the work under dispute and indicate those areas you believe warrant attention. Include a copy of progressive assessment material if appropriate.

6. **POLICY** (For the complete Policy, please see the front of the Curtin Calendar)

- Disputed results should be discussed with the unit controller and resolution sought prior to the application of a formal appeal.
- Students and staff may be accompanied by any other person from within the University, when informally discussing the appeal, if they so wish.
- With respect to those courses, which include clinical or industry-based practical units, the appropriate staff member/s means the person coordinating the practical experience, or the person directly responsible for liaising between the unit and the University.
- This policy applies to all units offered by the University except Masters and Doctoral thesis units.
- If there are reasonable grounds, the student may appeal against any formal assessment (as shown in the unit outline), which contributes, to the final result.
- Application for an appeal must be lodged with the Head of School or Unit Coordinator.
- A student may seek assistance and advice in preparing their appeal.

7. **PROCEDURE**

- The appeal must be lodged within 10 days of the formal publication of results.
- If for any reason you are unable to discuss this appeal with the unit controller/course coordinator, you should make an appointment to see the Head of School.
- Your appeal should be supported (unit outline or other relevant documents)
- If you require assistance with your appeal you can speak to Examinations Officer from Student Services Office.
- Return the form to Student Services Office or by fax to 085-443899 or email audrey.p@curtin.edu.my

Important !

Incomplete form will not be processed.