

1. Section to be completed by student

Approved for re-mark by the original Course Coordinator  YES

Course Coordinator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Original Examiner: \_\_\_\_\_

Course & Code: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

If this is the final piece of assessment in the course are you applying for degree conferral at the end of the semester  YES  NO

If yes, please be advised your remark may not be returned in time which may affect your GPA or Conferral Identify online assessment, e.g Problem assignment due DD/MM/YY or Research Essay due DD/MM/YY

\_\_\_\_\_  
\_\_\_\_\_

In accordance with the [Student Grievance Policy](#) please provide a summary of the reasons why you believe your assessment work deserves a higher mark (Note your reasons must be directly related to the academic quality of the work, and/or a failure in procedure). Examples of acceptable reasons can be found in the Student Grievance Process website

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2. Section to be completed by Course Co-ordinator

ORIGINAL RESULT (mark & grade): \_\_\_\_\_ NEW RESULT (mark & grade): \_\_\_\_\_

**CHANGE TO FINAL RESULT** (if applicable): \_\_\_\_\_ Agreed by both markers:  YES

Mark Entered/changed online by Course Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Other Comments: \_\_\_\_\_

2<sup>nd</sup> EXAMINER – Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student advised of outcome by Course Coordinator Date: \_\_\_\_\_

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## Law School Re-Mark Procedures

In accordance with the [Student Grievance Process](#) students may seek a remark of written assessment which received a pass mark (for double marking of assessments that received a fail mark, see 6.3 in [Student Re-mark Policy](#)). Students must view the assessment and then can lodge, after a meeting with the Course Coordinator, a written request for review of result. The request must include a summary of the reasons why the student believes their assessment work deserves a higher mark. These reasons must be directly related to the academic quality of the work, and/or a failure in procedure.

The Course Coordinator must either approve or not approve the remark on the Re-mark Request form. The Course Coordinator may allocate a second examiner, if applicable. The final results will be settled, and can be higher or lower than the original mark. However, in no circumstances will a pass receive a fail on a re-mark.

Remarks of all assessment must be sought within 10 business days of the date of notification of the result.

The Course Coordinator or Examinations Officer will notify students within 10 business days in normal circumstances, by email regarding outcome.

### Procedures for Re-Mark

- A Re-mark request must be lodged within 10 University business days from the date of notification of result.
- Students must complete Section 1 of the form, identify the online assessment, and meet with the course coordinator to discuss grounds for the remark
- Course Co-ordinator allocates a Second Examiner, if applicable.
- If final piece of assessment in the course advise Examinations officer of change of mark
- Course Coordinator to notify student via email of outcome

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### 3. Section to be completed by Professional Staff

Office Use:

\*Student Name: \_\_\_\_\_ Student notified: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\* (DO NOT list student name before re-mark in accordance with Law School policy. The student name will be added later to the completed form by the Administration team.)*

Processed by: \_\_\_\_\_