# Application for Re-mark or Re-appraisal

## Student Guidelines

### Re-mark (Examination)
1. Do not apply for re-mark of an examination unless your assessment of other tasks in the competency/module will make you eligible for a pass result.
2. A re-mark is available in formal out-of-class examinations only.
3. Students who have passed an examination cannot request a re-mark.
4. Practical examinations cannot be re-marked.
5. Papers are only kept for six (6) months after the examination.

### Re-appraisal (Internally assessed module)
1. Re-appraisals are available only for fully internally assessed modules.
2. Do not apply for re-appraisal unless your class attendance has been satisfactory, (80% class attendance is required).
3. Applicants seeking a re-appraisal should resubmit all relevant assessed semester work with this application.

## Course Details

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<table>
<thead>
<tr>
<th>Competency/Module code</th>
<th>Competency/Module title</th>
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<tr>
<th>Assessment Date</th>
<th>Assessment/Examination mark</th>
<th>Year</th>
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## Teacher/Examiner Guidelines

1. If the student fails the module, prepare a report on the assessment task/examination, or on the student’s semester performance and attach it to this form.
2. Avoid making a small change in marks, unless such change brings a student’s total mark up to or above the critical marks.
3. Keep entire form intact and return within 7 days to: The Registrar, Building 1, Chadstone Campus, via the Centre Administrative Officer.

## Declaration

I certify that I have re-marked the assessment task for the candidate (result listed below), AND
I certify that I have re-appraised the mark given in the module (result listed below), OR
The student’s result is unchanged (attach report), OR
The student’s result has changed from the original mark of % to the new mark of %

## Office Use Only - Centre Administrative Office

Name of Authorising Teacher Centre Manager

Name of Teacher/Examiner

Date form received

Date form sent to teacher

Payment Receipt Number

Name of Centre Administrative Officer

Signature of Centre Administrative Officer

Date

Signature

Date

Date

Signature

Date

Declaration

I certify that I have re-marked the assessment task for the candidate (result listed below), AND
I certify that I have re-appraised the mark given in the module (result listed below), OR
The student’s result is unchanged (attach report), OR
The student’s result has changed from the original mark of % to the new mark of %

Name of Teacher/Examiner

Signature

Date

Name of Authorising Teacher Centre Manager

Signature

Date

Registrar

Signature

Date

Please read instructions on the reverse of this page thoroughly before completion of this form.
Application for Re-mark or Re-appraisal

**Applicants note the following:**

1. A charge of $40.00 is payable for each re-mark of an examination, or full re-appraisal of a competency/module with a number of assessment tasks.

2. Applications close 28th February for second semester competencies/modules and 31st August for first semester competencies/modules.

3. Re-marks do not apply to VCE examinations or examinations conducted on behalf of higher educational institutions.

**Instructions for completion (students and staff)**

1. Student completes Student and Course Details on the front of this document. Student signs the application in area provided and submits application to the Centre Administrative Officer.

2. The Centre Administrative Officer collects the fee of $40.00 from the student for each re-mark/re-appraisal and issues the student with a receipt. The Centre Administrative Officer completes Office Use Only section and enters the Receipt Number on the front of this application and forwards it to the relevant Teaching Centre Manager, who maintains a register of forms received. The form is then sent to the teacher.

3. The teacher/examiner re-marks the answer paper or re-appraises the assessment/mark given in the module and completes the relevant section of the Application Form. If the candidate still fails the module, the teacher prepares a report and attaches it to the Application Form. The Teaching Centre Manager authorises the Application Form. The completed document is forwarded within two weeks to the Registrar, Building 1, Chadstone Campus, via the Centre Administrative Officer.

4. The Registrar notifies the applicant of the outcome of the application and forwards the applicant an amended Statement of Results, if applicable.