

Application for Re-mark or Re-appraisal

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Holmesglen Student ID Number

Please read instructions on the reverse of this page thoroughly before completion of this form.

OFFICE USE ONLY - Teaching Department Administrative Officer

Date form received	Date form sent to teacher	Payment receipt number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Teaching Department Administrative Officer

Signature of Teaching Department Administrative Officer

Student Guidelines

Re-mark (Examination)

1. Do not apply for re-mark of an examination unless your assessment of other tasks in the subject 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 subjects.
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.

Last Name

First Name

Date of Birth (dd-mm-yy)

Course Details

Program Code	Program Title
<input type="text"/>	<input type="text"/>

Subject Code	Subject Title
<input type="text"/>	<input type="text"/>

Subject Teacher

Assessment Date	Assessment/Examination mark	Year	Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Student

Date (dd-mm-yy)

Teacher/Examiner Guidelines

1. If the student fails the subject, 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 candidate's total mark up to or above the critical marks.
3. When marking is completed, forward all paperwork to your Teaching Department 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 subject (result listed below), OR
- The students result is unchanged (attach report), OR
- The students result has changed from the original mark of % to the new mark of %

Name of Teacher/Examiner	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Authorising Head of Department	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Registrar	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Application for Re-mark or Re-appraisal

Applicants note the following:

1. A charge of \$75.00 is payable for each re-mark of an examination, or full re-appraisal of a subject with a number of assessment tasks.
2. Applications close 28th February for second semester subjects and 31st August for first semester subjects.
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 sections **Student Guidelines** and **Course Details** of this Application form.
2. Student pays the fee of \$75.00 to the Campus Information Office.
3. Student to submit this completed Application form and present the receipt to the relevant Teaching Department.
4. The Teaching Department Administrative Officer enters the Payment Receipt Number on the form, completes the name and signature fields at the top right section of the Application form. The Application form is then sent to the teacher/examiner.
5. Within two weeks, the teacher/examiner re-marks the answer paper or re-appraises the assessment mark/given in the subject and completes the relevant section of the Application form, **Teacher/Examiner Guidelines**.

If the candidate still fails the subject, the teacher prepares a report and attaches it to the Application form. The Head of the Department authorises the Application form.

6. The Teaching Department Administrative Officer keeps a copy of the authorised Application form and forwards the original document to the Registrar's Office, Building 1, Chadstone Campus.
7. The Registrar notifies the applicant of the outcome of the application and forwards the applicant an amended Statement of Results, if applicable.