

REVIEW OF FINAL SUBJECT ASSESSMENT RESULTS

The only grounds for review of a final overall result in a subject result are if **procedural irregularities** occurred which had a significant negative impact on the determination of the final assessment result for a subject (Rule 8.6.1). No other grounds for review are accepted.

Applications must be submitted **within 5 working days** of the official release of results date, and submitted to a Student Centre with a completed application cover page: <https://www.uts.edu.au/current-students/support/when-things-go-wrong/appeals-and-complaints/review-final-subject>

Your application letter must:

- be addressed to the Director of Student Administration Unit
- be either typed or written in black or blue ink
- contain an explanation of:
 - the procedural irregularities
 - why you were prevented from seeking help during the teaching period (including the exam period) before the release of final results
 - how the alleged procedural irregularities may have influenced the final assessment result
- be attached to a completed cover page

Only issues with **documentary evidence of an administrative error or irregularity** will be considered. Failure to consult an adviser or raise concerns during the teaching period (including the exam period) will not be accepted as grounds for review. Relevant documentary evidence must be attached to support your application. Documentation previously submitted during the teaching period will not be accepted. If your application is incomplete or without documentation, it will not be considered.

What Happens Next?

If your application for review meets the criteria, your application will be sent to the relevant faculty's Student Assessment Review Committee (Rule 8.7). The Responsible Academic Officer will notify you in writing of all decisions and actions taken in relation to the committee's findings.

It takes up to three weeks from closing date for an application to be considered.

Students with an Exclusion Notice:

If you have received an exclusion notice for poor academic performance, to apply for a review of assessment you **must** also lodge an appeal against exclusion.

For further information, refer to Rule 8.6, Review of Final Subject Assessment Results:

<http://www.gsu.uts.edu.au/rules/student/section-8.html>