

REQUEST A REVIEW OF A RESULT

On occasion, a student may disagree with an individual mark/grade, or final mark for a subject. There are procedural steps to follow when requesting a review of a result.

REASONS TO APPLY

You can only request a review of result based on **administrative or procedural irregularities**, and may include:

- A subject outline was not provided;
- Assessment requirements were changed in an unreasonable way;
- Due regard was not paid to an approved special consideration application;
- There was an error in the calculation of the final subject mark;
- Alleged discrimination, prejudice or bias from any person involved in the determination of the final subject mark.

HOW TO APPLY

Students are required to complete this [template](#) and send it via email to their Subject Coordinator **within 5 working days of the release of an assessment task result or final result for a subject**. Your email must contain the following information:

- Student ID
- Subject Name and Number
- Supporting statement explaining the reasons for applying
- Any relevant example or supporting documentation

The Subject Coordinator will consider the claim and determine if the mark needs to be adjusted. If they determine that the mark does not need to be adjusted, they will inform the student of their decision.

APPEAL PROCESS

Where a student is dissatisfied with the determination of the Subject Coordinator, they may escalate the query to the Responsible Academic Officer (RAO) via written submission through the [Ask UTS Online Enquiry Portal](#) **within 5 working days** from receiving the outcome from your Subject Coordinator.

The Online Enquiry must contain the following attached documents:

1. The **original request a review of result form** the student sent to Subject Coordinator
2. The **email trail** between the student and the Subject Coordinator showing:
 - the full conversation between both parties
 - the Subject Coordinator's final decision
3. A **statement** outlining the reasons why the student wishes for the RAO to review the decision.

The RAO will make a determination and provide an answer to the student and the Subject Coordinator with their reasons.

Following the RAO's decision, if the student believes they have not been treated fairly and equitably, they may seek the assistance of the [Students Complaints Resolution Office](#), who may seek to resolve the matter if a reasonable resolution is available. The complaints process is not a substitute for the process of querying a mark or grade, and does not oversee academic judgement in the awarding of assessments or grades.

Application can also be made to the [Student Ombud](#) to determine whether appropriate procedure has been followed in awarding a mark or grade.

For further information, please refer to the [Coursework Assessments Procedures](#).