Guidelines for Review of Grade

If you believe the mark for an item of your coursework is incorrect or unfair, you may apply for a review of the mark.

Application is to be made on the appropriate department form (see below).

Your application cannot be made within 24 hours from the return of the assessment. This is a 'cooling off' period for you to consider how you did, rather than making an emotive response. During this time you may ask about the content of the coursework, but apart from arithmetic mistakes, you should not query the grade.

Any application for a review must be made within two weeks of the return of the item of coursework. Late applications will not be accepted – if there is a problem, then do something about it quickly.

Work that is to be submitted for review must not be altered or added to by you or anyone else. Any changes to the work to be reviewed since it was originally submitted will result in the review being disallowed, and you will be referred to the discipline committee.

The application must include a good reason why the mark is considered incorrect or unfair (i.e. it is insufficient to say 'I deserve more', you must specify why). "If I don't pass this assignment I will fail" is not a good reason – your application must be made on reasonable academic grounds.

Applicants should be aware that if in the review the coursework is found to be marked incorrectly, that marks may be increased or decreased.

Application for review may only be made once for any item of coursework. (Check it carefully). Any appeal of a review result must go through the Programme Lead of the Department.

The outcome of the application will be notified to you in writing, or by email. (Do not continually ask about the result).

This form is only to be used for review of a **single** internal assessment item. (i.e. one item per form).

Application for review of a **full** course outcome (for internally assessed or examined courses) must be made through the prescribed University process (see the University Calendar: Assessment regulations Part 5 "Review of Grade and Return of Examination Script", available on the University web site).

THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Application for Review of Grade

This form is to be used to apply for a review of Grade for internally assessed Computer Science and Software Engineering coursework (such as assignments, essays, tests, practicals, projects).

• Applicants must wait 24 hours from the return of the assessment before making application.
• Applications must be made within two weeks of the return of the coursework.
• Attach the coursework to be reviewed (unless it was originally submitted electronically).
• Applications should be delivered to the lecturer or staff member responsible for the course.

Please read the attached guidelines before completing this form.

Paper Code: _____   Lecturer: _____

Assignment: _____

Family name: _____   Given name: _____

ID Number: _____   Email: _____

Reason for Review (Print clearly):

I declare the information provided on this application to be complete, true and accurate. I understand representatives of the University may check the supporting information, and authorise the University to do so. Neither I nor any other person has made any changes to the coursework to be reviewed since it was submitted.

Signature: _____   Date: _____