

Application For Reconsideration Of Grades

Reconsideration of individual Marks and Grades or Reconsideration of a Final Grade

Students may apply to have the mark or grade given for an individual assessment or the final grade given for a module reconsidered. This form may be used in either case, but different time frames apply – please read the notes carefully together with the information provided in the Academic Regulations. Please ensure you complete both sides of this form and submit this with your supporting documents and the required fee as detailed. Reconsideration of marks or grades is not based on impaired preparation, attendance, or performance - an application for Special Consideration should be completed in this case.

- Reconsideration of individual marks or grades
This is a formal request to have an item of assessment reassessed based on a claim that assessment practice (validity, reliability, authenticity etc) has been compromised. Applications should be made on this form and submitted within 10 working days of notification of the result.
- Reconsideration of final grade
This is a formal request to have all items of assessment reviewed and remarked (not by the original assessor) against the original marking criteria/schedule for a module. Applications for reconsideration of a final grade will only be considered when ALL items of assessment have been completed. Applications should be made on this form and submitted within 20 working days of notification of the final grade.

Completed applications should be submitted either in person to the Student Enrolment & Information Centre (SEIC) or emailed to academicservices@wintec.ac.nz. Applicants will be notified in writing of the outcome of the reconsideration. Reconsideration may lead to no change or an amendment either raising or lowering a mark or final grade.

SECTION ONE - Personal Details

First name(s): _____ Last name: _____
Student ID number: _____ Date of birth: _____
Telephone: _____ Mobile: _____
Email: _____

SECTION TWO - Fees Information

- Assessment fee for Reconsideration of Marks or Final Grade can be found on our table of fees wintec.ac.nz/table-of-fees
- The fee for reconsideration will be refunded if your application results in a change of grade

SECTION THREE - Programme, Module & Assessment Details

Please provide details of the programme you are enrolled in

School or Centre: _____ Programme Code: _____ Programme: _____

Please provide details of the module you wish to have reconsidered

Module and Class Code eg BG456: _____ Module Title: _____

If you are applying for the reconsideration of an individual assessment mark or grade please provide the details below

Type of Assessment – please tick	Date of Assessment	Assessment Weighting	Tutor’s Name
Module work or assignment			
In class test or examination			
Formal examination			
Other – please provide details			

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BARCODE HERE

DATE SUBMITTED:

SEIC DATE
STAMP

SECTION FOUR – Grounds For Reconsideration

Please indicate below your reason for requesting a reconsideration of your individual assessment or final grade. Please attach any evidence you have, to support your claim. If you are requesting reconsideration of an individual assessment and this has been returned to you, this must be resubmitted with this application.

SECTION FIVE - Payment

Payment of the correct fee (see Section Two) is required before your application can be processed.

EFTPOS/Debit: Payment via EFTPOS or Debit card can be made at our Student Enrolment and Information Centre (SEIC) in A Block Hamilton City Campus

Internet banking: Payment can be made to the Wintec bank account #02-0316-0112455-000

Particulars	Code	Reference
Ac Trans	Name	Student ID #

Credit Card: Please provide the following information:

Type of card: Visa Mastercard Total amount to be charged:

Card number:

Name on card:

Expiry date:

Card Holder's Signature:

Today's Date:

SECTION SIX – Student Declaration

I declare the information submitted on this application form and in the attached document(s) is, to the best of my knowledge, correct and complete. I understand it is my responsibility to provide the necessary documentary evidence. I have attached the following document(s) in support of my application (please tick the relevant box).

Student's signature

Date:

If you need help filling out this form, please contact SEIC by phone on 0800 2 Wintec (0800 2 946 832). Please return your completed form and supporting documents to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240 or by email to academicservices@wintec.ac.nz

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School or Centre to Complete

Date received by School / Centre:	DATE
Date Considered at Programme Committee:	DATE
Outcome of Application:	ACCEPT / REJECT
Date student advised of outcome:	DATE
Change of result required:	YES / NO
Refund required:	YES / NO
Date returned to SEIC:	DATE

Once this application for reconsideration of grades has been processed - please track and return this form to SEIC, together with any relevant correspondence