

### When should I submit a Reconsideration of Grades Application?

You may apply to have an individual assessment grade or a final grade for a module reconsidered if you believe there has been an error when being marked. Students can apply for a:

- Reconsideration of an individual grade or mark

A single assessment grade will be reassessed based on the claim that assessment practise (validity, reliability, authenticity etc.) has been compromised. Applications should be made within 10 working days of notification of the result. If the assessment has been returned to you, you must attach a copy to the application.

- Reconsideration of final grade

All items of assessment will be either be recounted (recheck of allocated marks) or remarked by a new assessor against the original marking criteria for the module. Students can only apply for a reconsideration of final grade once all items of assessment have been returned. Applications should be submitted within 10 working days of notification of the final grade and a copy of all assessments that have been returned must be attached to this application.

You should **NOT** use this form if you were impaired during an assessment or unable to meet an assessment due date. Please see the *Special Consideration* form.

**IMPORTANT:** There is a **\$55 fee per grade/module** with all reconsideration applications. This fee will be refunded if your application results in a change of grade. This fee must be paid before your application is processed.

- **Internet banking:** Payment can be made to the Wintec bank account # 02 0316 0112455 00. Please use your student ID number as the reference.
- **SEIC:** Payment can be made directly to the Student Enrolment and Information Centre, located in A Block City Campus.
- **Credit Card:** Please download the credit card form and attach it to this application.

Completed forms should be submitted to your Centre's reception desk or their designated drop-off point.

Student ID	<input type="text"/>	Email	<input type="text"/>
Name	<input type="text"/>	Centre/School	<input type="text"/>

What are you applying for? Please select and provide details for **one** of the following:

<input type="checkbox"/> Assessment grade	Module name	<input type="text"/>	Date assessment was returned	<input type="text"/>
	Tutor's name	<input type="text"/>	Assessment weighting %	<input type="text"/>
<input type="checkbox"/> Final grade	Module title	<input type="text"/>	I would like items to be recounted	<input type="checkbox"/>
			I would like items to be remarked	<input type="checkbox"/>

Please explain why you are requesting a reconsideration of an assessment or final grade. Please attach extra pages if needed.

I understand that there is a **\$55 fee per grade/module** attached to this application. I understand that my application will not be processed until payment has been received (see above for details)

If you are submitting a reconsideration of a grade, you **must attach** a copy of the assessment if it has been returned to you.

If you are submitted a reconsideration of a final grade, you **must attach** a copy of all assessments that have been returned to you.

I have attached the required document(s) in support of my application

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 evidence. I understand that this application may lead to no change or an amendment either raising or lowering a mark or final grade.

Signature

Date

**Thank you for your application. You will be notified of the outcome in writing.**