

## Review of Grades application – Concerns with marking

Your application needs to include:

- Completed Appeal Submission Form (with relevant Grounds ticked)
- A statement of why you're applying and what outcome you're hoping for (Can be on the form or separate)
- Any evidence that supports your reasons for applying

### What's happened?

In this case, you disagree with the marks you've received for 1 or more assessment tasks, based on the marking rubrics and assessment criteria for the task. Thinking you've been marked harshly is not, itself grounds to appeal – you will need to demonstrate where you were marked contrary to the rubric, and/or the assessment criteria in the Course Description. Please see the flowchart below to help with your decision-making on whether to apply.

### How can you demonstrate it?

Evidence should consist of:

- The Marking Rubric for the task, with the criteria highlighted which you dispute
- The Course Description (If you are referring to this)
- A copy of your assessment piece, with relevant passages/sections etc. highlighted
- A written analysis of where you think the piece was marked contrary to the rubric. To give a very simple example, if the Marking Rubric states that for 4 marks you need to provide 10 academic references, and you have done so but only received 2 marks, state this.

### How can you present this?

Your appeal statement could be structured under the following headings:

1. Your grounds: **one or more chosen from the Regulation. In this instance, it's likely to be "(c) the criteria set out in the course description and accompanying assessment materials were not applied fairly and appropriately"**
2. What has happened: **outline what you think are the issues with the marking. You should complete a comparison of the rubric descriptors with your work and identify the marks you believe you should have received for each of the criteria. If you have tried to address this with academic staff, include this.**
3. How this fits the grounds you've chosen: **explain why you think what has happened falls under the grounds that you have chosen**
4. What you are asking for from your Institute: **e.g. remarking, supplementary assessment.**
5. List of any supporting evidence with reason for including it: **e.g. timeline, copies of emails, screenshot of Course description or assessment information, rubric, your assessment.**

## Questions to ask when considering applying for a Review:

