



UOW
COLLEGE

REMARK REQUEST FORM

This form is to be used by students who wish to have a written assessment remarked (please note that a processing fee applies and is payable prior to submission of request).

Important Information:

The cut-off date for remark requests is no later than two (2) working days after the release of the assessment result.

Please submit completed form to Reception.

Please allow two (2) weeks for consideration.

Please complete one form per subject, per request.

Personal Details:	
Student number:	
First Name:	
Family Name:	
Title:	
Course:	
Email:	
Contact Phone:	
Subject/Unit Name:	
Teacher/Tutor/Trainer:	
<i>Please advise our office as soon as possible if any of your contact details change.</i>	
Request:	
I would like: <i>(You may select more than one of the below)</i>	Please Tick:
1. A final examination remark (processing fee of \$55* applies, including GST)	
2. An assessment task remark (processing fee of \$55* applies per item, including GST)	
Note: * In cases where the assessment mark increases or the result changes from Unsatisfactory/Not Yet Competent to Satisfactory/Competent, as a result of a remark request, the processing fee will be refunded to the student upon request. In the case of an assessment completed during the course, you may be asked to submit a clean copy of the assessment. If you do not agree with the decision made regarding your remark, you may appeal the decision. Please refer to the Student Grievance Policy for further details at www.uowcollege.edu.au/policies	
Please sign and date this form:	
Student Signature:	Date:



REMARK REQUEST FORM

OFFICE USE ONLY:

Remark Request:

Original result Second result

Is a third result necessary? **Y / N** Third result

Remark comments:

.....
.....
.....
.....
.....
.....
.....

Name	Function	Results	Comments	Date and Signature
	Administration	Original		
	1 st Marker	1 st result =	NA	
	2 nd Marker	2 nd result =	NA	
	3 rd Marker	3 rd result =	NA	
	Head of Program	New result =		
If remark is post Assessment Committee				
		New SMP composite =		
	AQM / delegate	SMP validation=		
	HOP advise original marker			
	HOP advise student			
	Program Support / Administration Revised certificate issued where necessary			
	Program Support / Administration Papers filed			