

To be used to confirm that an Informal Result query against the result of an Assessment (Assignment, Test, Exam) has been conducted

Before completing this form you must read Rule 56 of the Admission, Enrolment and Academic Progress Rules at http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html

Procedure

1. You must make an appointment to go through your **INFORMAL RESULT QUERY** with either your tutor, lecturer, unit coordinator or nominated faculty representative.
2. Fill in the details on this form and take it with you to your appointment.
3. If you are satisfied with the outcome of your appointment no further action is required.
4. If you are still dissatisfied with the outcome of the discussion and wish to take the matter to formal appeal you will need to complete a **RESULT APPEAL APPLICATION** form and attach this form signed by the Faculty staff member that you had your discussion with.

Note: A Result Appeal Application form must be submitted within twenty (20) business days of release of the original result.

STUDENT NUMBER									
Surname/Family Name <i>(Block Letters)</i>					Given Name(s) <i>(Block Letters)</i>				
Day Contact Telephone Number:					Mobile Number				
ECU student email address									

I request a review of an assessment result in:

Unit Code	Unit Title	Grade/Mark	Lecturer's Name
<p>Nature of assessment against which appeal is being lodged (tick appropriate box/es)</p> <p>Assignment <input type="checkbox"/> Examination Result <input type="checkbox"/> Final Grade <input type="checkbox"/></p>			
I confirm that I have read Rule 56 of the Admission, Enrolment and Academic Progress Rules			
STUDENT SIGNATURE			Date

RESPONSE of LECTURER (or nominee)	<p>Note: Not later than 5 business days after the informal discussion, the lecturer or nominee must send to the student's ECU email address a written summary of the discussion, the decision reached and the reasons for that decision.</p> <ul style="list-style-type: none"> • The lecturer (or nominee) to make a copy of this form and their email response to the student, to be kept with the relevant assessment item as a record of the discussion. • The original of this form to be returned to student. 		
LECTURER'S SIGNATURE (or nominee's)			Date
LECTURER (or nominee) <i>(Please Print Name)</i>			Contact Number