



# Appeal Against a Unit Result Cover Sheet

Received

CRICOS Code: 00125J

Student Number: .....

Title: ..... Surname: ..... Given Name: .....

Email: .....

Postal Address: .....

Course e.g. BA History, B Commerce: .....

**Appeal against grade in the unit:**

Unit Code: ..... Unit Title: .....

Semester Taken: ..... Year Taken: ..... Grade Awarded: ..... Campus: .....

Unit Coordinator: ..... Tutor: .....

**PLEASE NOTE:** Bachelor Degree Regulation 43(2) states:

"Students may inspect their marked examination scripts and discuss the marking with the Unit Coordinator or nominee within fourteen days of the posting of results. Unit Coordinators may require reasonable notice or set aside specified times when the scripts will be available for inspection and discussion."

You are strongly advised to contact your Unit Coordinator to obtain and discuss the breakdown of marks for this unit prior to submitting an appeal. This breakdown should be included in your appeal documents.

**GROUND(S) FOR APPEAL** (Supporting appeal documentation must be attached to this cover sheet)

- The grade was not based on the assessment methods specified in a study guide or unit handout at the start of the unit (as specified in a study guide or unit handout). After the start of the unit, variations to the published assessment methods and weighting require the support of a majority of the students in the unit; subsequently all students must receive written notification of the change. Any variations should be finalised by the end of week 3.
- A piece of work **handed in on time** had not been marked.
- The student's progress in the unit had been disadvantaged by not obtaining feedback on assessed work within a reasonable time.
- Alleged bias affecting the assessment. [Note: this should be supported by specific instances].
- Alleged wrong advice from staff teaching the unit (e.g. re the content of the examination or approval of an extension for an assignment).
- The assessment methods used were in breach of the University's Code of Practice - Assessment, unless an exception has been approved by the Executive Dean.
- Any other grounds which the Appeals Committee accepts as reasonable (please clearly state these grounds in the appeal).

I acknowledge that I have read the Appeals Against Unit Results information [[http://www.murdoch.edu.au/oss/legacy\\_pages/appeals.html](http://www.murdoch.edu.au/oss/legacy_pages/appeals.html)] and am aware of the valid and invalid grounds for appeal; that if my appeal does not state grounds or the grounds given have been classified by Academic Council as invalid, the appeal will not be considered at all and will be returned to me; that staff comments will be sought on my appeal; that I am entitled to make reasonable arrangements to see or be informed of these comments; and that I may respond in writing to these comments to the Divisional Appeals Committee.

With respect to accessing the written staff comments on my appeal, prior to the meeting of the Appeals Committee:

- I do not want access
- I do want access, and can be contacted in the following way: (choose one)
  - Telephone, at the following number \_\_\_\_\_
  - Fax, to the following number \_\_\_\_\_
  - Email, at the above email address
  - Post, at the above postal address

Student Signature: ..... Date: ...../...../.....

Send this completed form, plus any attachments, to your Divisional Office as follows:

- Division of Arts: email [arts@murdoch.edu.au](mailto:arts@murdoch.edu.au) or send to *Divisional Office, Division of Arts, Murdoch University, South Street, Murdoch WA 6150*
- Division of Health Sciences and Division of Science and Engineering: email [science@murdoch.edu.au](mailto:science@murdoch.edu.au) or send to *Divisional Office, Division of Health and Science, Murdoch University, South Street, Murdoch WA 6150*