

FORMAL REVIEW OF ASSESSMENT - FINAL RESULT (ELICOS)

STUDENT TO FILL OUT "PART A" and "PART B"

OUTCOME/REPLY : will be emailed within 14 calendar days of receipt of a complete application

Submit your application in person or by email: justask@ecc.edu.au

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> AE1 <input type="checkbox"/> AE2 <input type="checkbox"/> AE3 <input type="checkbox"/> AE4 <input type="checkbox"/> AE5		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes ,any outstanding fees must be paid)		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parent/Guardian signature)		

PART B – FORMAL REVIEW (to be completed by the student)

LEVEL/CLASS:	TEACHER(S):
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WRITE THE REASONS FOR YOUR FORMAL REVIEW:

<input type="checkbox"/>	<u>Mark for Assessment</u> Name of assessment:
<input type="checkbox"/>	<u>Assessment does not match the assessment in the Course Outline</u> Name of assessment:
<input type="checkbox"/>	<u>Weighting of an assessment task is different to the weighting in the Course Outline</u> Name of assessment:
<input type="checkbox"/>	<u>Final exam</u> Name of section:
<input type="checkbox"/>	<u>Incorrect Final Grade for the AE level due to error in calculation</u>

DECLARATION BY STUDENT

- I have made contact with my teacher to discuss an INFORMAL REVIEW and I believe I have valid reasons to ask for a Formal Review.
- I understand the deadline to submit a formal review is 30 calendar days from the release of the results and my request is within this deadline.
- I understand the FORMAL REVIEW process is for an independent staff member to review the assessment and recommend a final mark/grade
- I understand I may Appeal to the Student Appeals Committee any decision reached in a Formal Review, as per the Student Appeals Policy.
- I understand if the independent reviewer reviews my final mark – it may be increased, decreased or remain the same.
- I have read and understood ECC's *Assessment, Moderation and Examination Procedures* (<https://www.edithcowancollege.edu.au/policies>)

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	(No signature required if you send this application using your ECC student Gmail account)
	Date:	

ECC STAFF ONLY

PART C – NOTIFY ELICOS COORDINATOR FOR NEED OF INDEPENDENT REVIEW (SAS to collate all documentation)

I have emailed this form (in electronic format) + all electronic copies of the review and documentation relating to it.

Name and Signature (SAS member):

Date:

PART D – ORGANISE and CONTACT INDEPENDENT REVIEWER (to be done by ELICOS COURSE COORDINATOR)

Name of independent reviewer:
I have emailed this form (in electronic format) + all electronic copies of the review and documentation relating to it.

Name and Signature (ELICOS Coordinator):

Date:

PART E - OUTCOME OF FORMAL REVIEW (to be filled out by INDEPENDENT REVIEWER and returned to ELICOS Coordinator)

Assessment does not match the assessment in the Course Outline

Weighting of an assessment task is different to the weighting in the Course Outline

Mark is **UNCHANGED**.

Comments:

The Assessment / Exam / Unit (please circle) mark **NEEDS TO BE AMENDED**.

Incorrect Final Grade for the AE level, due to error in calculation

New mark:

New Final Grade:

Please return this form to the ELICOS Coordinator.

Name and Signature (Independent Reviewer):

Date:

PART H – REVIEW of FINAL GRADE by ELICOS COORDINATOR

Final grade needs to be amended: _____ (e.g. 52/C)

Final grade is **UNCHANGED**.

Please return this form to Student and Academic Services.

Name and Signature (ELICOS Coordinator):

Date:

PART G – SAS to amend student file in system

I have amended Navigate, files in H drive etc etc

Name and Signature (SAS member):

Date: