

A student should immediately contact their Subject Coordinator where they believe there has been:

- a calculation error in the totalling of marks for an assessment item or items;
- questions, or parts of questions that have not been marked in an assessment item; or
- little or no feedback provided on the assignment (please note that feedback is not provided on exams).

AIHE will then complete a check of the calculations or arrange for the original or another qualified marker to complete the marking or provide feedback relative to the marks awarded.

If after the above process, a student still believes their assessment item has been marked incorrectly, they may apply within five (5) working days of release of the assessment result to have that assessment item re-marked. Students may only apply for a remark once per assessment.

Before completing the form, please refer to the Assessment Policy (PLA5) and related Procedure (PRA5.1). You are also encouraged to contact the Student Support Officer for advice.

Submit the completed form to: student.assist@aihe.sa.edu.au

1. STUDENT DETAILS

Family name		First name	
Student ID		Date of Birth	
AIHE email address		Contact number	

2. SUBJECT & ASSESSMENT DETAILS

I request a re-mark for the following assessment:

Subject Code	Subject Name	Subject Coordinator
Assessment Name		Assessment Result Date

3. REASON FOR REQUEST (Please indicate one reason)

- The mark for the assessment was not based on the published marking guidelines
- Demonstrated bias affecting the assessment activity
- Demonstrated wrong advice from staff teaching the subject
- A calculation error in the totalling of marks
- Questions, or parts of questions have not been marked
- Other (please specify):



4. SUPPORTING DOCUMENTATION (for example, advice given in class, comparisons of other marked work)

I have attached the following documents to support my request:

5. DECLARATION

I authorise Adelaide Institute of Higher Education to process this request and to correspond with me as necessary. I understand that only one re-mark per assessment is permitted and that based on this re-mark my result may go up or down and this will be my final result for this assessment. I verify that all forms of supporting documents provided are accurate, current, and unaltered imaged copies of the originals.

Student's Name:

Student's Signature: **Date:**

Privacy Statement: The information on this form is collected for the primary purpose of processing your request. You have a right to access personal information that AIHE holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Student Support Officer.

OFFICE USE ONLY – include new submission date and reasons for decision in the Notes section	
Date form received*:	<input type="checkbox"/> Approved <input type="checkbox"/> More information requested <input type="checkbox"/> Rejected
Notes:	
Student notified on:	Entered in Canvas: