



Do not complete on a mobile device
Please use a desktop or laptop

CONCERN ABOUT ASSESSMENT MARK RECEIVED

If you have received your mark for an individual assessment task and you are expressing your concern that it may be incorrect, this form must be sent as an email attachment to your lecturer or tutor. If you have sent it and received no response after **two business days**, you should then forward your **original email** and form to your Unit Co-ordinator.

YOUR NAME:		STUDENT ID:	
UNIT:	TUTOR:	ASSESSMENT No:	

BASIS OF CONCERN

Explain the reason why you think your mark was incorrect. For example:

- Some marks were not included in the total
- The total has been miscalculated
- A late penalty has been incorrectly applied

DETAILS *Provide an attachment if necessary*

Please note: This process is to be followed if you believe that your work has not been assessed accurately. If you were experiencing personal circumstances that prevented you from doing your best work, you may wish to seek support and advice from Student services: <http://life.curtin.edu.au/index.htm> or from the Student Guild: <https://www.guild.curtin.edu.au>

What happens next?

Your lecturer or tutor will determine whether your mark for this assessment should be adjusted based on the information you give, and will advise you within two business days.

It may be necessary for your work to be re-assessed – please allow one week for this.

If you are still not reassured that your mark is correct, you have the right to proceed to a formal appeal. You must lodge a formal appeal to the Head of School within **10 working days** of the release of your assessment mark for this individual assessment item.

<http://students.curtin.edu.au/administration/documents/AppealAgainstAssessment.pdf>

In considering your appeal, the information and actions taken arising from this Expression of Concern will be taken into account.

LECTURER/TUTOR USE ONLY	
ACTION – please complete as relevant	ACTIONED or N/A
Expression of Concern received on :	(date)
Marks calculation checked	
Marks awarded reviewed	
Mark changed and student advised	
Work sent to moderation partner for a review assessment	(name)
Mark changed – student advised	
Mark unchanged – student advised	
<i>Please SAVE a copy of this form and any associated emails between you and the student and/or the UC on this matter, in case of formal appeal.</i>	