

## Important Information About Grade Appeals

### Things to consider before submitting a grade appeal:

- Your own assessment of your exam performance is not always the most objective or accurate. The markers selected are experts in their area who objectively assess your responses relative to your peers and set criteria.
- Some units require a pass in the exam in order to pass the unit overall, regardless of how well you did during semester. Check your unit outline for information about what is required to pass the unit.
- If your Standardised Numerical Grade (SNG) is close to the cut-off for a higher grade your exam script will have already been reviewed.
- Only your academic performance is considered when working out your final grade. Nothing else will be taken into consideration unless special consideration has been granted to you.

### What are valid grounds for a grade appeal?

- A. The Unit Co-ordinator did not provide the unit outline as required;
- B. Assessment requirements as specified in the unit outline were changed unreasonably;
- C. A clerical error has occurred in the computation of the final grade;
- D. Due regard has not been paid to evidence of illness or misadventure that was submitted by the required date;
- E. You have been disadvantaged because of the way the final exam was conducted;
- F. The examiners judgement was not objectively applied because of prejudice against me.

### The following examples are NOT valid grounds for a grade appeal:

- I didn't fail by much, I only need a few more marks to pass
- It's my last unit... if I don't pass I can't graduate

- I studied hard for my exam and think I should have got more marks
- My visa will run out soon
- I will be excluded from my degree if I don't pass
- I didn't apply for Special Consideration before but I want to now
- I don't agree with the examiner's assessment of my performance but I have no evidence to support this

### Examples of reasonable evidence for each ground for appeal:

**Important:** These responses are a guide only. Your evidence must be specific to your situation.

**A. The Unit Co-ordinator did not provide the unit outline as required**

"The unit outline was not given out in lectures and wasn't available on the EFS website or on BlackBoard"

**B. Assessment requirements as specified in the unit outline were changed unreasonably**

"The unit outline said the last assignment had to be 2000 words but a week before the due date the Lecturer in Charge changed it to 5000 words"

**C. A clerical error has occurred in the computation of the final grade**

"I have viewed my exam paper and found that the marks for section two were not added to the total"

**Important:** you must be able to show us where the error is. Simply saying you think there is a mistake is not satisfactory.

**D. Due regard has not been paid to evidence of illness or misadventure submitted by the required date**

"I submitted a Special Consideration (or Advice of Absence) application by the required date but don't think this has been taken into account when working out my final grade"

**Important:** evidence of misadventure, new or old, may be attached to your application to support your claim

**E. I have been disadvantaged in some way because of the conduct of the final exam**

“The exam room supervisor allowed people to talk before the exam had finished which kept disrupting my concentration”

**F. The examiner’s judgement was not objectively applied because of prejudice against me**

**Important:** claiming prejudice against someone is a serious allegation. You **must** be able to support your claim with substantial evidence. This evidence could include a statutory declaration from another student or staff member showing they were aware of prejudice against you and that this could have affected your final grade.

Please note that allegations of prejudice will be dealt with by the Dean of the Division directly.

## Who can I talk to about my grade appeal?

For general questions:

- Contact ERIC – E4B 106, [eric@efs.mq.edu.au](mailto:eric@efs.mq.edu.au), +61 2 9850 8450

For information about your grade appeal:

- Contact SAGE – [sage@efs.mq.edu.au](mailto:sage@efs.mq.edu.au)