

# Re-mark or Re-appraisal Application Form

**!** Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.  
Please read instructions on the reverse of this page thoroughly before completion of this form.

**Student Guidelines***Student to complete***Holmesglen Student ID Number:****Re-mark (Examination)**

1. Do not apply for re-mark of an examination unless your assessment of other tasks in the subject will make you eligible for a pass result.
2. A re-mark is available in formal out-of-class examinations only.
3. Students who have passed an examination cannot request a re-mark.
4. Practical examinations cannot be re-marked.
5. Papers are only kept for six (6) months after the examination.

**Re-appraisal (Internally assessed module)**

1. Re-appraisals are available only for fully internally assessed subjects.
2. Do not apply for re-appraisal unless your class attendance has been satisfactory. (80% class attendance is required).
3. Applicants seeking a re-appraisal should resubmit all relevant assessed semester work with this application.

**Last name:****First name(s):****Date of birth** (dd-mm-yyyy):**Course Details***Student to complete***Program code:****Program title:****Subject code:****Subject title:****Subject teacher:****Assessment date** (dd-mm-yy):**Assessment/exam mark:****Year:****Semester:****Signature of student:****Date** (dd-mm-yyyy):**OFFICE USE ONLY***Teaching department administrative officer to complete***Date form received:****Date form sent to teacher:****Administrative officer name:****Administrative officer signature:****Teacher/Examiner Guidelines***Teacher/examiner to complete*

1. If the student fails the subject, prepare a report on the assessment task/examination, or on the student's semester performance and attach it to this form.
2. Avoid making a small change in marks, unless such change brings a candidate's total mark up to or above the critical marks.
3. When marking is completed, forward all paperwork to your Teaching Department Administrative Officer.

**Declaration**

I certify that I have re-marked the assessment task for the candidate (result listed below), AND

I certify that I have re-appraised the mark given in the subject (result listed below), OR

The student's result is unchanged (attach report), OR

The student's result has changed from the original mark of % to the new mark of %

**Name of teacher/examiner:****Signature:****Date:****Name of authorising HOD:****Signature:****Date:****Registrar:****Signature:****Date:**

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### Applicants note the following:

1. Applications close 28 February for second semester subjects and 31 August for first semester subjects.
2. Re-marks do not apply to VCE examinations or examinations conducted on behalf of higher educational institutions.

### Instructions for completion (students and staff)

1. Student completes sections **Student Guidelines** and **Course Details** of this Application form.
2. Student to submit this completed Application form to the relevant Teaching Department.
3. The Teaching Department Administrative Officer completes the "Office Use Only" section of the Application form.  
The Application form is then sent to the teacher/examiner.
4. Within two weeks, the teacher/examiner re-marks the answer paper or re-appraises the assessment mark/given in the subject and completes the relevant section of the Application form, **Teacher/Examiner Guidelines**.

**Please note:** requests for external remarking or re-appraisal may require more than two business weeks.  
Application for remark or re-appraisal may delay course progress.  
If the remark or re-appraisal results in an amendment to result, the new result will apply.

The teacher prepares a report and attaches it to the Application form.  
The Head of the Department authorises the Application form.

5. The Teaching Department Administrative Officer keeps a copy of the authorised Application form and forwards the original document to the Registrar's Office, Building 1, Chadstone Campus.
6. The Registrar notifies the applicant of the outcome of the application and forwards the applicant an amended Statement of Results, if applicable.