

ECU STUDENT GUILD GUIDE TO

ASSESSMENT, EXAM AND UNIT REVIEWS

CONFUSED ABOUT A RESULT YOU'VE RECEIVED?

Would you like more feedback, or challenge your marks?

All students at ECU have the right to request a review of any assessment, including an assignment, online quiz, presentation, video-recording or an exam.

You can also request a review of your final unit result.



View dates on the ECU website. Whilst we make every effort to ensure these dates are correct they may be subject to change.

HOW DO I REQUEST A RESULT REVIEW?

To submit a result review at ECU, for an assessment or examination result, you must first attempt an Informal Review by contacting your marker or Unit Coordinator **within 14 days** of the result being released.

The Informal Review process does not apply for review of a Unit Grade—only Assessment Tasks or Examination Results.

STEP 1: REQUESTING AN INFORMAL REVIEW OF ASSESSMENT TASK OR EXAMINATION RESULT.

Unit grade reviews do not require an informal review. Proceed directly to a Formal Review application.

Complete the Assessment or Exam Result Informal Review form, which can be found in the Student Portal under My Forms.

You must start the informal review process **within 14 days** of receiving the grade/result.

1. Complete the Informal Review form addressing your specific concern
2. Explain "Why": You must have a valid reason. Staff cannot change marks without evidence. Valid reasons include:
 - Wanting to see the marking guide to improve next time.
 - Needing clearer feedback on your performance.
 - Pointing out a specific area where the rubric wasn't followed correctly.
3. Email your lecturer or unit coordinator to discuss your concerns and request a meeting. Attach a copy of your completed Informal Review Form.

You must complete an Informal Review before you can request a Formal Review. If your assessor refuses to complete the Informal Review process, then you can proceed straight to a Formal Review and include evidence (such as an email) of your efforts to request an Informal Review.

Your marker must email you the final decision within 7 days of completing the review.

STEP 2 – FORMAL REVIEW OF UNIT GRADE, ASSESSMENT TASK OR EXAMINATION RESULTS

You can apply for a review of your unit result or the outcome of the Informal Review for an Assessment Task/ Examination result. You must have valid grounds to apply for a Formal Review.

The due date for Formal Reviews is:

- 21 calendar days after an individual assessment task or exam is released.
- 30 calendar days after the result for your entire unit result has been released.



THE GUILD'S ADVISORY OFFICERS CAN PROVIDE ADVICE AND ADVOCACY TO SUPPORT YOU WITH THE RESULT APPEALS PROCESS.

- **Expert Advice:** They help you decide if an Informal Review, Formal Review, or Appeal is your best option.
- **Drafting & Templates:** They provide letter templates and help you write your supporting statement.
- **Meeting Support:** A GAO can attend your review meeting with you as a support person or advocate.
- **Rule Navigation:** they can explain ECU's complex rules and step in if the university isn't following its own processes.
- **Alternative Options:** They can advise on grounds for extensions, special consideration, or withdrawing without penalty if a review isn't the right fit.



WHAT HAPPENS NEXT?

If your application meets the requirements, ECU sends it to the Associate Dean (Teaching and Learning) in your school.

They will look over your case and might talk to the original marker to get their side of the story before making a final decision.

GROUND'S FOR REVIEW ARE:

- The result or grade was affected by clear error, or in the case of an Assessment Task or Examination result, manifest inaccuracy in the application of published assessment criteria; or
- The result or grade was adversely affected by the University not adhering to applicable rules, policies or procedures; or
- The result was affected by discrimination, prejudice, or bias against a Student.

A Student may not request a Formal Review based on, or in relation to, any of the following matters:

- The approved learning outcomes and Assessment Task methods for the Unit;
- The Student's disagreement with the assessor's judgement regarding the academic merit of any work submitted for an Assessment Task, Examination or Unit;
- The Student's need to obtain additional marks in order to achieve a higher grade in the relevant Unit;
- The Student's disagreement with the assessor's determination of the level of performance or standard required by a Student to achieve particular marks, including language proficiency;
- The Student's personal, financial, visa or medical difficulties experienced whilst completing an Assessment Task, Examination and Unit;
- Financial, career, visa or other personal implications of not passing or achieving a particular grade/result in an Assessment Task, Examination or Unit;
- Grade/results received by the Student, or by other Students, in the same or other Units;
- The amount of effort put into work completed by the Student;
- An Outcome imposed for Academic Misconduct or Academic Breach.

HOW TO SUBMIT A FORMAL REVIEW

Apply online via the Student Portal: My Forms > Submit a New Form > Exams, Results, Reviews and Appeals.

Tips for a stronger application:

- **Draft it first:** Write your application in Word before submitting so you have a copy for your records.
- **Attach your Proof of Effort** (assessment and exam result reviews only): Include the signed Informal Review form and your lecturer's response, or evidence that you attempted to contact them without receiving a reply.
- **Explain your grounds:** Clearly state why your application meets the review criteria.
- **Provide evidence:** Support your application with relevant evidence, such as highlighted sections of your assessment or emails from your lecturer.