

Exam and Assessment Recheck Report

Local Resolution



This form is a record of a meeting between the convenor or the academic and the student to resolve a matter, primarily, the clarification of a final result.

Student ID	
Name of Student	
Study Period and Year	
Unit Code	
Unit Title	

This may include, but not necessarily require (tick if completed):

- Checking the marks for the assessment
- Reviewing attendance and submission records
- Allowing student to review the exam paper
- Discussing the marking criteria
- For assessment items other than examinations** - If the convenor, or the academic, is of the opinion that the student has valid grounds for misinterpreting what was required and this misinterpretation has led to a lower mark than may have been expected, the student will be allowed to submit or resubmit a section of the assignment.

Academic's or Convenor's Comments:			
Signature		Date	
Student's comments:			
Student's signature		Date	

NOTE: This form is not an application for reassessment.

Students who are dissatisfied with the outcome of this local resolution may submit a formal complaint via the complaint and feedback form available on Swinburne Sarawak website, and provide evidence to support the request (Exam and Assessment Recheck Report). Students have twenty-one (21) working days to request for a re-assessment after the local resolution outcome is notified for the assessed semester. In exceptional circumstances, the University may allow a longer period. Refer to the Complaints Management Guidelines at <http://www.swinburne.edu.au/corporate/feedback/complaints-management.html>

As evidence that local resolution has been completed, STUDENT please return this form to CRAM: cram@swinburne.edu.my in order for us to process your application for reassessment (if any).