

# 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.

<b>Student ID</b>	
<b>Name of Student</b>	
<b>Study Period and Year</b>	
<b>Unit Code</b>	
<b>Unit Title</b>	

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

<b>Academic's or Convenor's Comments:</b>			
<b>Signature</b>		<b>Date</b>	
<b>Student's comments:</b>			
<b>Student's signature</b>		<b>Date</b>	

**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](mailto:cram@swinburne.edu.my) in order for us to process your application for reassessment (if any).