



ASSESSMENT REQUEST FOR REVIEW FORM

Requests must be made within 5 working days of the assessment results release. Students submit the request form to Student Services (studentservices@aih.nsw.edu.au). For hard copy assignments, students must bring in a copy of their marked assignment when meeting with Student Services. For examinations, students will be required to book an examination viewing with Student Services prior to completing this form. Please keep your requests factual and objective, and utilise direct quotation from your paper. Justification for a review should be based on the assessable content of the assessment piece. For further information Please refer to the Assessment Appeal Policy and associated Procedure available on the Australian Institute of Higher Education website: www.aih.nsw.edu.au

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:
Program:	Date:

UNIT INFORMATION

Unit code:			
Unit name:			
Semester:	Year		
Assessment to review			
Assignment 1	Assignment 2	In class test	Final exam
Other (please specify)			

Review justification:

STUDENT DECLARATION

If a hard copy assignment, I have attached the original marked copy of the assessment. All other marked assessments will be provided by AIH. I understand that only one review per assessment is permitted and that based on this review my result may go up or down and this will be my final result for this assessment.	
Signature:	Date: