

REVIEW OF RESULTS APPLICATION FORM

This form applies to a single unit. A separate form is required for each review of results.

Student Name:
Student ID: S
Student Email:
Results obtained:
Term/Semester/Year:
Unit:
Student Signature:
Date:

REVIEW PROCESS

Under the assessment policy, this application must be submitted within 3 weeks of the results being released. This form can be submitted in person or via email to [Academic Services](#). If the results to be reviewed satisfy the rules outlined in the Policy, the exam will be reviewed by the original examiner AND an alternative internal academic staff member from the same discipline (or the Head of School).

Following this review, the outcome will be reported back to the student via the student's email. If a change to the final mark and grade is to be recorded, the revised details will be forwarded to the Academic Services Department for updating on the system.

Please Note:

There is no provision through this process for a face-to-face meeting to discuss the exam in question. If a student is still seeking further information regarding the exam following the review outcome notification, the student will be advised that they can make an appointment with one of the lecturers, who will discuss learning strategies to assist them in the future. In this instance, marks on the exam will not be discussed as this will have already been the subject of internal review through the discipline-specific academics.

OFFICE USE ONLY

Received By:

Date:/...../.....

As per the Policy Criteria Review to be performed by:

- Lecturer
- Unit Coordinator
- Head of School

Review Date:/...../.....

Reviewer 1:

Reviewer 2:

Outcome of this review:

- The marks for the exam have been calculated correctly, and NO CHANGE is required.
- The marks for the exam have been miscalculated, and a revised total is to be provided.
- A remark on the final exam/major assessment is required.

	Reviewer to complete	Academic Services to complete	
	Exam Mark	Unit Mark	Unit Grade
Original			
Revised			

Please scan this completed form and forward it to the Academic Services Department.

This form aligns with BPP Institute's Assessment Policy. Please refer to the policy and/or procedure on the BPP Institute website BPP Institute for more information.