Student Advocacy.

Free, confidential & independent.

Need advice?

How to appeal a final grade

If you believe your final grade is unfair, follow the steps in this guide to check whether you can appeal it.
Important: You must submit your Review of Grade appeal within 10 working days of the date your final results are released. Check your results notification for the exact deadline.

Your appeal must be based on one or more of the following grounds:

- The task descriptions or assessment criteria were insufficient or unclear.
- The assessors didn't follow the set assessment procedures.
- The marking criteria were either applied inconsistently, misinterpreted or used in a way that disadvantaged you.

Step 1

Check the rules

Read about this process in the **Student Appeal Procedure**.

Step 2

Read our Student Guides

Our **Review of Grades Guide** explains how to set out your concerns and what types of supporting evidence you can use. If you need advice about specific issues, view one of these student guides:

- **Groupwork Challenges**
- **Concerns with Marking**
- **Assessment Information Unclear**
- **Concerns with Placement Documentation**

Step 3

Contact Student Advocacy

We can help you:

- understand whether you have valid grounds for appeal
- review your draft letter and give you feedback
- decide what evidence to include.

Make an appointment as soon as you receive your grades.

Step 4

Write your appeal letter

Your appeal statement should clearly explain:

- on which ground(s) you're appealing
- how the issue affected your result and meets the selected ground(s)
- your supporting evidence.

Keep your letter clear, focused and factual.

Step 5

Gather your evidence

You'll need to include copies of documents that will support your case, such as:

- a copy of the course description with unclear or missing information highlighted
- screenshots of Moodle pages showing discrepancies
- emails or communications with lecturers
- marking rubrics or feedback on assessments
- any other documents that demonstrate the issue you're raising.

If you don't submit any supporting evidence, your appeal is unlikely to succeed.

Step 6

Submit your appeal

Complete the **Institute Student Appeal Submission Form**. (Use Acrobat to edit the file rather than your browser.) You can add your appeal statement directly to this form or keep it as a separate document.

Email the form, letter and any supporting evidence to your institute's appeals email address (see below). Your student number should appear on all documents.

Address the email to the executive dean of your institute and use the subject line 'Review of grades application: CONFIDENTIAL'.

- **Institute of Health and Wellbeing:** health.appeals@federation.edu.au
- **Institute of Education, Arts and Community:** educationarts.appeals@federation.edu.au
- **Institute of Innovation, Science and Sustainability:** iiss.appeals@federation.edu.au

Not sure which institute you belong to? Email studentadvocacy@federation.edu.au to check.