



HOW TO APPLY FOR A REVIEW OF GRADES

Step 1 - Read the Procedure

To assist you in preparing an application please read the [Student Appeal Procedure](#). If your circumstances do not meet one of the grounds for a Review, your application is unlikely to succeed.

Step 2 - Read our Student Guides

We've put together some useful resources to help you to decide whether you have grounds to apply, and to get you started drafting your application statement.

[Review of Grades Student Guide](#)

Check out our **individual guides** if you're considering applying due to issues with ...

...[group work challenges](#)

...[concerns with marking](#)

...[unclear or incorrect assessment information](#)

...[concerns with placement documentation](#)

Step 3 - Contact us for help

During the Review of Grades period, please [use our appointment form](#) to contact us - this is the quickest way for us to allocate you an appropriate appointment.

Student Advocacy can help you to:

- Understand whether you have grounds to apply for a Review
- Review a draft statement and give you feedback before you submit
- Decide what evidence you can provide to support your application

Be aware that we are very in demand during the 10 working days after grades are released, and you may be waiting a few days for an appointment. Please contact us as early as possible after you receive your grades and use the waiting time to start drafting your appeal to discuss in your appointment.

Step 4 – Draft your appeal application

This is your formal request. Be clear, focused, and stick to the facts.

You will need to use the [Institute Appeal Submission Form](#) to submit your application. You can

type your application statement directly on the form or attach a separate document if you need more room, but you do need to submit the form. Be sure to include your student number on any additional pages you include. **To ensure that all form fields are editable, you may need to download the form from the browser and open it in Adobe (or similar), rather than editing it in the browser.**

Step 5 - Submit your appeal

Your application must be submitted to the Executive Dean of the Institute responsible for your course within **10 working days*** of the official publication of your grade. Keep a copy of your appeal application for your own records.

You should send the following by email to the relevant address contained in the table below with subject line 'Review of Grades Application: CONFIDENTIAL':

- [The appeal form](#) - you **must** include this
- A written statement (if written separately)
- All evidence you have to support your application

If you are not sure which Institute you study with, please see below. Still not sure? Ask us!

Institute

Institute of Health and Wellbeing
Institute of Education, Arts and Community
Institute of Innovation, Science and Sustainability

Email address

health.appeals@federation.edu.au
educationarts.appeals@federation.edu.au
iiss.appeals@federation.edu.au

