

Student Advocates' guide to Applying for a Review of Grade

What is This About?

If you are unhappy with your final grade for a subject, you may be able to apply for a Review of Grade – if you can show you meet at least 1 of the grounds.

The [Assessment Policy](#) lists 6 possible grounds, or 6 reasons you can apply for a Review of Grade.

Before getting started

- Consider contacting your Subject Coordinator to discuss your concerns about your grade.
- Take some time to think about whether you can meet any of the grounds. Being unhappy with your grade does not automatically mean you meet the grounds for a review.
- Aim to submit your application within 14 days of receiving your final grade. After this, your application is late. The Head of School will decide whether to consider late applications on a case-by-case basis, and there is a fee for a late application.
- If you would like feedback on your draft, you can send it to studentadvocate@csu.edu.au. Ensure you allow 2 working days before your deadline for feedback.

Step-by-Step Instructions:

1. Access the Review of Grade application form in the [Student Portal](#);
2. Select your course and subject from the lists.
 - If your course or subject is not in the list, you can email ask@csu.edu.au and request a copy of the late Review of Grade form.
3. Select the reason you are applying for a Review of Grade. This is the 'ground' upon which you are applying.
 - If you are applying on more than 1 ground, choose the main reason.
4. In the comments section, write 1-2 paragraphs explaining how you meet your chosen ground.
5. [Attach supporting documents](#). **This is essential** as your request may not be considered without evidence.

Applications on ground e:

Use the following sentence starters:

- The adverse circumstances that prevented me from meeting the assessment requirements were...
- The reason my circumstances could not be duly considered at the time is...

Applications on all other grounds:

- Explain how the administrative issue specified in the ground negatively affected your mark (ground f) or grade (grounds a-d).
- For applications on ground c or f, you will also need to show how you were marked (ground f) or assessed (ground c) unfairly.

6. It can take up to 30 business days (6 weeks) to receive an outcome.