



REQUEST TO AMEND RESULT

1. The following form should be used in conjunction with the *AFTRS Assessment Policy*.
2. *This form must be sent to Student Services.*
3. Approved amendments to results should only be entered in the Student Management System by authorised staff.
4. Processed *Request to Amend Result* forms should be retained within the student's file.

Student Identification Number:							
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Last Name:		First Name:	
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1. Course Title:	
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2. Module Name:		Module Code:	
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3. Assessment Item:		Semester:		Year:	
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Previous Result:		Amended Result:	
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- Re-mark** (*in accordance with the AFTRS Assessment Procedure*)
A re-mark refers to reconsideration of a mark awarded for an assessment item. It does NOT refer to a mathematical error in the calculation of the final grade.
- Administrative Error** (*attach evidence, eg. miscalculation*)
- Supporting Documentation is attached**

MODULE AUTHORITY			PRINT name	Signature:	Date:
Re-mark recommended (please circle)	Yes	No			

DIRECTOR OF EDUCATION			PRINT name	Signature:	Date:
Re-mark approved (please circle)	Yes	No			

<i>Note/ comment on ruling:</i>

REMARKER	PRINT name	Signature:	Date:

CHANGE OF RESULT ACTION OFFICER <i>*The authorised officer in the AFTRS</i>			Please PRINT name	Signature:	Date:
UPDATED IN STUDENT MANAGEMENT SYSTEM (please circle)	Yes	No			

The Change of Result Action Officer will keep a record of the outcome for one year from the date of publication of results.

AFTRS USE ONLY

Approval Authority	Signature:	Date:
Application received by Student Services:		
Application received by Director of Education:		

RECOMMENDATION (to be completed by Student Services):

Student Services representative	Signature:	Date:

OUTCOME (to be completed by Director of Education or their delegated authority):

Director of Education	Signature:	Date:

Approval Authority	Signature:	Date:
Decision on application made:		
Applicant notified of outcome:		
Student Record updated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>