

26/02/14

Dr John Smith (**example of addressing an academic**)
Dean, (**insert title**)
School of (**insert correct school name**) or Faculty if appropriate
Flinders University

Dear Dr Smith,

Re Review of Marks for, and Re-Marking, of Assessment Exercises (insert topic code and assessment name)

My name is, ID number, and I am a (**insert degree name**) student. I am currently in my (**indicate year of study**).

I am writing to you regarding topic (**insert topic code and name**). I wish to lodge a request for a re-mark of (**insert assessment name**), as per sub-clause 16.3 of the Flinders University student-related Assessment Policies and Procedures. I believe the grade for my assessment is wrong or unfair and I will provide below evidence to support this belief.

In accordance with policy section 16.3. I have initiated a review of the mark by contacting (**insert name**), the lecturer responsible for the mark. I have also consulted (**insert any other staff involved in the matter**) regarding this issue.

I received notification of my grade on **insert date**, and had a discussion with the relevant lecturer on **insert date**. In accordance with the 10-working day stipulation from the moment my discussion with the lecturer took place, I am now lodging this request prior to the due date.

The grounds under which I wish to base my request are outlined as follows:

Please use this section to list your evidence and/or chronology of events, for example:

:

- **It can include medical, personal, family or other circumstances**
- **It may include an academic issue**
- **You can also include the your previous actions and attempts at resolving the issue**
- **Other relevant facts for example,**

The steps I have taken in this matter include:

Please use this section to describe any other steps you have taken, including:

- **Consulting other staff**
- **Consulting FUSA student advocate**
- **Consulting counselling or other health professionals**
- **Medical, personal, family or other circumstances as well**

I have attached the following documents a part of the lodgement of my appeal. They are:

- **Medical certificates**
- **Support letters from**

- **Relevant emails.**
- **Other relevant material**

Concluding remarks can include any further information.

Thank you for your time and consideration. I look forward to your response to my request.

Yours sincerely,

Name and signature

Student ID
Email
Contact Number