Date

Your name and ID number
Your address and phone number

Name of Dean (Education) of your College
College name
Flinders University

Dear (insert title and name of Dean (Education) of your College),

Re. Review of Marks for, and Re-Marking, of Assessment Exercises

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 a re-mark of an assessment exercise in the following topic: (**insert topic code and name**). I want to lodge a request for a re-mark of this exercise named (**insert assessment name**), as per sub-clause 15.4 of the Flinders University Assessment Policies and Procedures. I believe the grade for my assessment is wrong or unfair and I will provide evidence to support this belief.

In accordance with policy section 15.3, I have initiated a review of the mark by contacting the Topic Coordinator (**insert name**). *(Please insert the name of the academic staff person you have consulted if other than the Topic Coordinator or if anyone else has been involved e.g. the marker or tutor or Course Coordinator).*

I received notification of my grade on (**insert date**), and had a discussion with Topic Coordinator on (**insert date**). In accordance with the 10-working day stipulation in policy subsection 15.3, after the discussion with the Topic Coordinator I remain dissatisfied and as per 15.4, I am now lodging this request within the prescribed 10 working days.

The grounds for believing my grade is wrong or unfair are as follows:

Why are you dissatisfied with the grade? We recommend you systematically provide a counter-argument, with evidence whenever possible, of each of the comments outlined by your marker on your assignment/marking rubric.

I look forward to your response to my request.

Yours sincerely,

Your name