



FORMAL REQUEST OF RE-MARK FORM

This form is to be used by students who wish to appeal their mark for an assessment and have it re-marked, and have not been able to resolve the matter informally. Students are entitled to formally request a re-mark within 14 days (inclusive of public holidays) of AIB’s release of the assessment grade.

Please refer to section 4.4 of the AIB Student Handbook, the Assessment Policy and the Academic and Non Academic Grievance Handling Policy on the AIB website.

Please ensure you download your assessment feedback prior to submitting this form. Once your re-mark request has been approved, the original feedback will no longer be available on your My Results page.

Surname: _____

First Name: _____

AIB Student ID: _____

The assessment(s) for which I wish to request a re-mark are:

Subject Code	Subject Name	Assessment Type	Office Use Only

<p>Please explain the reasons for your request for a re-mark and attach evidence to support your claim</p>	
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DECLARATION

I wish to request a re-mark of the above assessment(s), have provided reasons for the request and evidence to support the claim.

Student Signature:	Date:	Date Received:
		Office Use Only Office Use Only Office Use Only Office Use Only

This form must be completed and submitted to AIB (studentadmin@aib.edu.au).