

REVIEW OF FINAL SUBJECT GRADE



Review of Final Subject Grade will be valid within **20 working days** from the official results publication for each Study Period. All sections in this form must be completed. Forms submitted after the review period and incomplete form will not be processed.

Outcome of the review will be made known via your **JCU email ID** within **7 working days** (excluding weekends) from the date of submission.

1. PERSONAL DETAILS

Student number (8 digit number) :

Family name :

Given name :

Contact no. :

2. SUBJECT(S) GRADE TO BE REVIEWED

Study Period (*please select from the drop-down list*) :

Year:

Subject No. 1

Subject Code:

Subject title:

Lecturer's name:

Grade attained:

Subject No 2

Subject Code:

Subject title:

Lecturer's name:

Grade attained:

Subject No 3

Subject Code:

Subject title:

Lecturer's name:

Grade attained:

Subject No 4

Subject Code:

Subject title:

Lecturer's name:

Grade attained:

3. REASON FOR REQUESTING A REVIEW

Students are encouraged to attend a feedback session with your lecturers to close the learning loop (including going through the examination answer scripts, if appropriate) before submitting the Review of Final Subject Grade form. If you wish to have the feedback session, please email your lecturer to request for an appointment.

Please note that your request for review implies that you agree to accept the final assigned grade even if the grade might be lower than the original.

Have you attend a feedback session from your lecturer(s) before submitting this form? Please select the appropriate option below.

YES – I understand that my grade might be downgraded.

NO – (This form will not be processed, please approach your lecturer for a feedback session.)

Please state your reason for this application clearly in the space provided below. You may include the details of your feedback session with the lecturer(s)/Head of Academic Group. (Do attached a separate sheet of paper if necessary)

4. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not wilfully suppressed any information. I understand that information contained in this form is collected for Review of Final Subject Grade, and that information may be released for administrative purposes. **I agree to accept the assessment by the Head of Academic Group for the Final assigned grade, even if that grade may be lower than the original.**

Student's signature:

Date (dd/mm/yyyy):

5. FORM RETURN DETAILS

Please complete the form electronically and email the completed form to exams-singapore@jcu.edu.au for processing. Do ensure that all the required fields are duly completed. Incomplete form will delay the process of your application.

Note: No hardcopies form will be accepted and processed.

OFFICE USE (RECOMMENDATION & APPROVAL)

Assessment by Head of Academic Group (HAG)

Comments and Recommendation for Subject No. 1:

Comments and Recommendation for Subject No. 2:

Comments and Recommendation for Subject No. 3:

Comments and Recommendation for Subject No. 4:

Head of Academic Group's
signature

Date (dd/mm/yyyy):