

BMed – JMP APPEAL AGAINST A FINAL RESULT

The BMed-JMP Appeal Against Final Result – Procedure 000886 can be found through this link: <http://www.newcastle.edu.au/policy/000886.html>. You should carefully read this procedure before submitting this application.



At UoN - applications must be submitted to a HUB within 7 days of the official release of results.
At UNE – applications must be submitted to the Year Manager within 7 days of the official release of results

Step 1 Student / Unit/Course Details (Please complete ALL sections)

Student Number: _____

Given Name: _____ Family Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Suburb: _____ State: _____ Post Code: _____

Country: _____

Home Phone: _____ Mobile: _____

Studentmail: _____

Alternative Email: _____

Program: Bachelor of Medicine – Joint Medical Program

University of Enrolment: UoN () UNE () please indicate

Semester: _____ Year: _____

Course /Unit Code: _____ Course/Unit Name: (eg MEDI 1011) _____

Step 2 Review Results

An appeal may be lodged after you have consulted or attempted to consult with your Unit/Course Coordinator. If you are unable to contact the Unit/Course Coordinator, you must provide confirmation that you have attempted to resolve the issue but unable to do so due to their unavailability.

Complete the following:

1. Have you attempted to consult with the Unit/Course Coordinator?	Y / N
If no, why not? (attach a supporting statement if required)	
2. Name of Lecturer/Coordinator	
3. Date of Meeting	
4. Outcome of Meeting (attach a supporting statement). Proceed with appeal?	Y / N

Please note: By submitting this appeal you are not guaranteed a supplementary exam or remark of your result. This application will be assessed by the JMP Student Progress & Committee on the case you present.

- Only list one unit/course per application.
- This Appeal must be lodged with a supporting statement within **7 days of release of official final results.**
- **Appeals lodged without a statement supporting the case will not be considered.**

Step 3 Basis for your Appeal Against a Final Result Request

You are required to **demonstrate to the JMP Student Progress & Committee that there is a valid basis for your Appeal Against a Final Result.** Your supporting statement must cite the reasons for lodging this Application.

Failure to demonstrate a valid case will mean your Application to Appeal against a Final Result will not be considered.

My case for review is based upon: (tick the relevant box)

- i. the mark for one or more major assessment item(s) (including the final examination) does not reflect the quality of the work submitted. *You must demonstrate how the quality of the work is better than the mark suggests, eg through marking schema or matrix.*
- ii. all required parts of the assessment were not included in the final determination of the result. *You must show proof an item was not included.*

- iii. all marks contributing to the final result have not been correctly weighted and their total accurately obtained. *You must demonstrate how this has occurred.*
- iv. the type and/or weighting of major assessment items differ from information in the Course/Unit Outline. *You must attach the relevant section of the Course/Unit Outline.*
- v. the content of a major assessment item does not reflect the content of the course/unit. *You must attach the item and the relevant section of the Course/Unit Outline and identify how they differ.*
- vi. Special circumstances as defined in Clause 3.1 of the *JMP Special Circumstances Affecting Assessment Items Procedure*. Special Circumstances may be used as a basis for an appeal against a final result **only** where extreme circumstances, such as extended hospitalisation, have prevented the student from applying for special consideration at the time of the assessment task.

Step 4 Supporting Documentation

1. **Statement that demonstrates to the Faculty Appeals and Progress Committee that there is a valid basis for your Appeal Against a Final Result.**

Note: this must relate to the reasons i) to viii) above and give sound academic grounds for the appeal. Statements like "I am a good student who has attended all lectures and tutorials and I believe I should have passed" are not considered to demonstrate a valid case to appeal.

2. **Other relevant documents** (eg medical reports, statutory declarations)

Step 5 Signature / Declaration

I have attached a detailed supporting statement

Student Signature: _____ **Date:** _____

Step 6 Checklist of all requirements before submitting this form

- 1. I have checked the breakdown of my assessment item results in Blackboard
- 2. I have attempted to consult my Unit/Course Coordinator regarding my final result
- 3. I have read and correctly filled in this "BMed – JMP Appeal Against a Final Result" form
- 4. I have attached all the necessary documentation and / or statements to support my application. The documentation is specific to the criteria indicated on this application form
- 5. The application has been submitted to the University within 7 days of the release of final results

If you have ticked all of the boxes above, you have completed the application form correctly.

Step 7 Lodge Completed Form

Applications and supporting documents will be accepted:

At UoN - over the counter at any Hub. Envelopes should be marked CONFIDENTIAL and addressed as follows:-

Appeal Against a Final Result, Graduation & Examination & Timetabling Office
Level 1, Student Services Building, University of Newcastle CALLAGHAN NSW 2308

Alternatively, applications can be faxed or emailed to:

(02) 4921 7163 (Within Australia) or +61 2 4921 7163 (International) or exams@newcastle.edu.au

At UNE – by the Year Manager. Envelopes should be marked CONFIDENTIAL and addressed as follows:-

Appeal Against a Final Result, Graduation & Examination & Timetabling Office