



## 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.

In line with the Assessment Policy and Procedure available on the AIB website, if the request is approved, independent re-marking will be undertaken by a person other than the original assessor. Only the re-marked assessment mark/grade will be provided, not any breakdown of marks/grades or feedback.

Please ensure you review your assessment feedback prior to submitting this form.

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_  
**AIB Student ID:** \_\_\_\_\_

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

Subject Code	Subject Name	Assessment Type	Term Details

Please explain the reasons for your request for a re-mark and <b>attach</b> evidence to support your claim	
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<b>DECLARATION</b>		
<p>I wish to request a re-mark of the above assessment(s), have provided reasons for the request and evidence to support the claim.</p> <p>Student Signature: _____ Date: _____</p> <table border="1" style="width: 100%; height: 30px; margin-top: 5px;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%;"></td> </tr> </table> <p>This form must be completed and submitted to AIB (<a href="mailto:studentcentral@aib.edu.au">studentcentral@aib.edu.au</a>).</p>		