



## Grade Appeal Form

- Students should familiarise themselves with the [SIBT Grade Review Policy](#)
- A Grade Appeal is only available if you have already requested and received a response to a Grade Review via the Portal.
- This application **MUST** be submitted within 7 days the final grades are released, either at Level 2 Reception or [admin@sibt.nsw.edu.au](mailto:admin@sibt.nsw.edu.au)

### Personal Details

Student ID:

Family Name:

Given Names:

Address:

Email:

Phone:

Are you an International Student?

Yes  No

Citizenship:

Are you a sponsored student?

Yes  No

Sponsor:

### Unit Details:

Unit Code:

Unit Name:

Session and Year:

Diploma Enrolled in:

### Please indicate the grounds on which you are appealing

- a clerical error occurred in the determination of a final grade
- the Unit Guide was not in accordance with the Unit Guide Policy
- due regard was not paid to an illness or misadventure that had been found to be eligible for special consideration
- there has been a disadvantage in some way due to the conduct of an assessment task
- there has been a disadvantage by variation of the assessment requirements or feedback provisions laid out in the Unit Guide
- the assessor's judgement was not objectively applied (*Appeals on this basis will be reviewed by two members of the academic staff, one of whom must be the Academic Director*)

**Reason for Appeal**

- Describe your reason for appeal. If there is insufficient space, attach additional pages and tick this box

**Documents to attach:**

- I have previously submitted a Grade Review on the Portal and received a response (provide evidence, eg screen shot)
- Additional pages describing your appeal if needed

**By signing this form, you agree that you have read and understood the Grade Review Policy**

Signed:

Date: