



Calculation Check of Final Exam Marks (Diploma Students Only)

Please email this form directly to enquiries@unswcollege.edu.au. The form must be submitted within 5 working days, with the deadline being 5:00 PM on the fifth working day after the results are published.

STUDENT DETAILS: (Please use CAPITAL letters)

Student ID Number	Date of Birth (dd/mm/yyyy)
Family Name	Given Name
Australian Address	
Email Address	
Telephone/Mobile	

ENROLMENT DETAILS: (Tick appropriate box)

Course Enrolled (e.g: Diploma in Business, Diploma in Computer Science)	Intake/Term/Year (eg: A Standard or Diploma Term 2)

COURSES TO BE REVIEWED:

DECLARATION:

I understand that exams are marked by multiple teachers to ensure a panel approach to each paper, to try and avoid individual errors. Marks are then checked multiple times to ensure results are calculated correctly. This request is for a clerical check to review that calculation. The clerical check is not a remark of my submission but a search of accuracy of mark entry and calculation. If a grade is changed, my application fee will be refunded.

Student's Signature	Date of Request (dd/mm/yyyy)
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OFFICE USE ONLY			
Received by:	Date:	Payment processed by:	Date:
Date from passed to Assessment Coordinator:			
ASSESSMENT COORDINATOR: Subject/s reviewed:		Result:	
1.			
2.			
3.			