



## Calculation Check of Final Exam Marks (Diploma Students Only)

Please email this form directly to [enquiries@unswcollege.edu.au](mailto:enquiries@unswcollege.edu.au). The form should be submitted within 5 working days from the day results were published in myUNSW.

**STUDENT DETAILS:** (Please use CAPITAL letters.)

Student ID Number	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Family Name	Given Name
<input type="text"/>	<input type="text"/>
Australian Address	
<input type="text"/>	
Email Address	
<input type="text"/>	
Telephone/Mobile	
<input type="text"/>	

**ENROLMENT DETAILS:** (Tick appropriate box.)

Course Enrolled <small>(e.g: Diploma in Business, Diploma in Computer Science)</small>	Intake/Term/Year <small>(eg: A Standard or Diploma Term 2)</small>
<input type="text"/>	<input type="text"/>

**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)
<input type="text"/>	<input type="text"/>

OFFICE USE ONLY			
Received by:	Date:	Payment processed by:	Date:
Date from passed to Assessment Coordinator:			
<b>ASSESSMENT COORDINATOR:</b>		<b>Result:</b>	
<b>Subject/s reviewed:</b>			
1.			
2.			
3.			