



Personal statement to support re-mark request for individual assessment

Purpose

This form is designed to support students to prepare their personal statement, which is required as part of the re-mark request.

A personal statement should outline how the original mark received for a piece of assessment does NOT reflect your performance according to the relevant assessment criteria.

For more information about requesting a re-mark, please read the UQ [Assessment Procedure](#), Part G – Assessment Remark.

How to request a remark

Step 1

Before you apply, it is strongly recommended that you discuss your concerns with your course coordinator or lecturer. They can provide you with additional feedback about your original mark.

Step 2

Check whether you are eligible to submit a re-mark request. See the Frequently Asked Questions section.

Step 3

If you decide to request a re-mark, complete the Re-mark request - Personal statement form below.

Step 4

Access the online re-mark application by clicking on the “Request now” button on this webpage <https://my.uq.edu.au/querying-result>. Complete the online application and attach / upload the Re-mark request – personal statement form as part of the application.

! Important note!

If your remark request is approved, the new grade you receive is final and will replace the original grade for that piece of assessment.

Your new grade could be higher or lower than your original grade.

If you are applying for an end-of-semester assessment task, please note that the re-mark results will also supersede Supplementary Assessment.



Re-mark request—Personal statement form

Section 1

Complete the information in the right-hand column of Table 1.

Table 1

Course code e.g., SOCY3039	
Course title e.g., Applied Quantitative Research	
Assessment type/ title/name e.g., Take home assignment; Essay, 'In class assessment 6'	
e.g., Grade 5; 62%	
Date of grade release (if known) e.g., 21 March 2023	

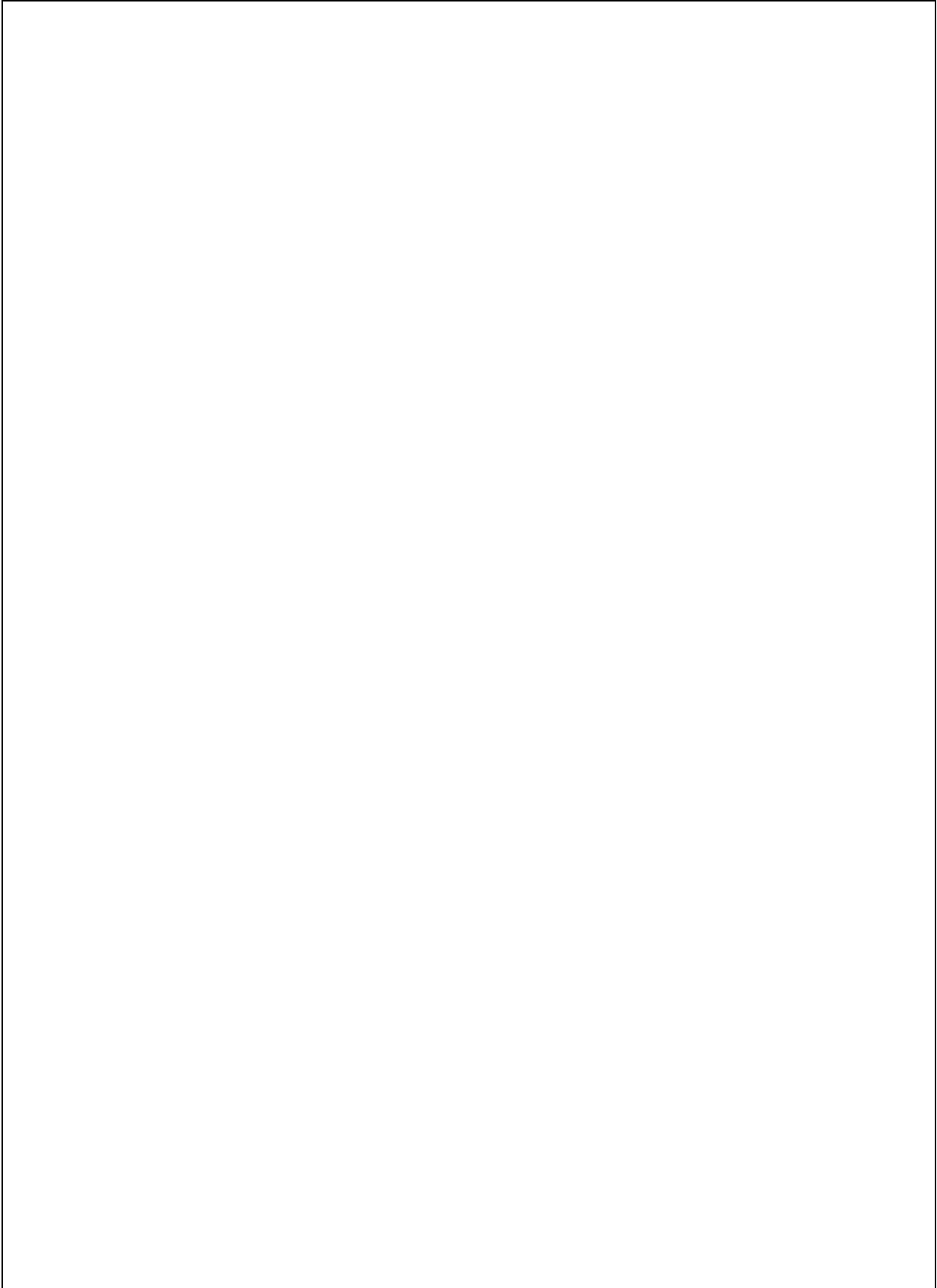
Note: Delete the light grey example text in the right-hand column and type your information in the space provided.

Section 2

- Complete Part A, Part B, and Part C in Table 2.
- The assessment criteria for your piece of assessment are available in the Course Profile or Blackboard page for the relevant course.

If you need to reference two or more assessment criteria to present your case, copy and paste Table 2 below. **Table 2**

Part A. Assessment criterion
Copy and paste each assessment criterion that you are referencing in your application, in the box below. (This could be from the assessment marking sheet; rubric; grading matrix etc.) e.g., Criterion 2: Theoretical / conceptual approach - Demonstrated understanding of relevant concepts; engages appropriate literature
Part B. Grade/mark/standard received
State the grade, mark, or standard you received against the criterion detailed in Part A. e.g., Grade 5
Part C. Statement
Describe how you addressed the criterion, and how the grade or mark you received does not accurately reflect your performance against the assessment criterion detailed in Part A. If applicable, clearly cite specific examples, quotes, or evidence from your assessment of where you believe you met or exceeded the criterion (approx. 200 words per criterion recommended).





Frequently Asked Questions

Who should complete this form?

This form should be completed by students wishing to request a re-mark for an individual assessment.

This form can be used for group assessments. Please read the UQ [Assessment Procedure](#), Part G – Assessment Remark. You must provide evidence that at least 50% of group members agree to the assessment item being re-marked. For more information: <https://my.uq.edu.au/querying-result>

Am I eligible for a remark request?

To be eligible for a re-mark, you must submit your re-mark request within the timeframe specific to the type of assessment. Please review the UQ [Assessment Procedure](#), Part G – Assessment Remark for the grounds for eligibility and specific timeframes.

What are NOT considered grounds for approval of an assessment remark

The following reasons are not grounds for approval of an assessment remark:

- the desire for extra marks to achieve a higher grade for the course
- sound performance in other courses
- comments made by the teaching staff at the time of feedback about the marking
- diminished performance due to ill-health or other circumstances such as inadequate examination conditions, although this may be grounds for a grievance ([Assessment Procedure](#), Part G – Assessment Remark)
- the requirement to pass the course to facilitate graduation.

My lecturer or tutor is not available. Who should I talk to about my mark?

You can speak to your course coordinator to raise any queries or concerns about your mark, or to get additional feedback about your mark.

If they are not available, you do not have to speak to them in order to make a re-mark request.

By when do I need to submit a remark request?

Please review the [Assessment Procedure](#), Part G – Assessment Remark for the specific timeframes for each type of assessment.

What happens if my re-mark request is approved?

Where possible, the re-mark will be conducted by an independent marker who will be provided with examples of different levels of performance against the criteria and standards.

The new grade you receive is final and will replace the original grade for that piece of assessment. Your new grade could be higher or lower than your original grade.

In all cases where a re-mark is approved, the assessment item submitted by an individual student will be re-marked in its entirety. In exceptional circumstances, the Associate Dean (Academic) may permit only a discrete section of the assessment piece be re-marked. Such exceptions may be an examination comprising short answer and multiple choice questions where only the short answer questions are re-marked.



What happens if my remark request is NOT approved?

The staff from the relevant School or Faculty will inform you of the outcome via UniTask.

Where can I find my assessment criteria?

The assessment criteria for your piece of assessment are available in the Course Profile or Blackboard site for the relevant course.
