**Reconsideration Investigation and Decision report**

### PLEASE NOTE:

### It is important that all fields in this form are completed

### Part A to be completed by the investigator

### Part B to be completed by the Executive / Head of School / Manager

**A:** **Investigation Report**: (to be completed by the investigator)

|  |  |
| --- | --- |
| **Student name & ID:** |  |
| **Date reconsideration received:** |  |
| **Programme name:** |  |
| **Course name & code:** |  |
| **Reconsideration of:** | Assessment Decision or Course Final Grade (delete one) |
| **Grounds identified (delete one)** For Reconsideration of Course Final Grade only: | |  | | --- | | An irregularity in the conduct of summative assessment | | An irregularity in the conduct of the results reporting and approval process | |
| **Highlight items considered:** | Course completion rate overall:  Student Course survey data:  Student’s historical grade academic record:  Assessment guidelines/information Course Assessments/marking guides  Relevant Moderation  Exam scripts  Conversations with academic staff named in the FGR application  Other *(add..)* |
| **Analysis (Key facts identified and evidence/source of facts including timeline):** |  |
| **Do you consider the assessment decision /course final grade** *(delete one)* **to be fair and unbiased, taking into account investigation findings?** | Yes/No |
| **Conclusions:** |  |
| **Recommendations** |  |
| **Name of staff member & School completing this report:** |  |
| **Date report completed:** |  |

### B. Decision Report: (to be completed by the Executive / Head of School)

|  |  |
| --- | --- |
| **Decisions made:** |  |
| **Date decision notified to all parties** |  |
| **Area/s of concern** |  |
| **Action/s that will be taken to address/improve the concern within Unitec** (include which role or team will ‘own’ each action) |  |