

University of New England

Please use this form to recommend any required change of grade and mark.
This form must be submitted directly to the Examinations & Results Unit in the Student Centre
(fax 3490).
Please note that UNE policy now requires that a Grade AND a Mark (%) must be provided.
Schools should keep a copy of this form for their records.

Notification of Amendment of Grade and Mark

Student Name	
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Student Number	
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Unit Code		Course	
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Semester/Trimester		Year		Location	
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Previous Grade		Previous Mark (%)	
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New Grade		New Mark (%)	
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Reason for Change

Unit Coordinator:.....

Date:.....

Authorised Academic Officer:.....
(Head of School, Chair of Board of Studies, Associate Dean T&L)

Date:.....

Authorised SASD Officer:
(Student Admin & Services Directorate)

Date:.....