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| **INTERVIEW ON ASSESSMENT ITEMS PROCEDURE** | **LOGO_Square.jpg** |
| Appendix 3 – Email Template to Schedule Interview |

Email Subject: Important: Interview on Assessment Item required for <CODEXXXX> <Course Name>

Dear <student first Name>,

I am writing to you as the Course Coordinator of <CODEXXXX> <Course Name> to request your attendance at an Interview on <assessment item name>.

In accordance with the [Interview on Assessment Items Procedure](https://policies.newcastle.edu.au/document/view-current.php?id=333), you have been selected to undertake this Interview (insert either “as part of a randomly selected group of students” OR “as your submission appears to be inconsistent with our expectations of your work”).

The Interview will provide you an opportunity to further explain your response to the assessment item and demonstrate your competency and knowledge of the materials which were being assessed. The aim of the Interview is to confirm the authenticity of your response, and that your understanding of the material is consistent with that response.

The Interview will take approximately 15 minutes, and will be held face-to-face at <location>/via <Zoom or other video conference platform>. Please contact me via return email in the next three (3) University working days to arrange an appropriate time for this to take place.

OR

Your interview will be held face-to-face at <location>/via <Zoom or other video conference platform>, and has been scheduled for <Date/time>. You will shortly be sent a link for this appointment. Please confirm your availability at this time via reply email within the next three (3) University working days, or to negotiate an alternate time/date.

Please also advise me if you have a Reasonable Adjustment Plan when confirming the appointment.

You are required to bring the following to the interview:

* your student ID or other photo ID;
* any material you took to the exam; OR
* a copy of the submitted assessment.

Please note that if you do not respond to this email within the three (3) working days, this matter may be referred to a Student Academic Conduct Officer to take further action under the [Student Conduct Rule](https://policies.newcastle.edu.au/document/view-current.php?id=34).

If you require support in preparing for the Interview, please contact the [Office of Student Advocacy](mailto:StudentAdvocates@newcastle.edu.au).

Kind regards,

<Course coordinator Signature block>