|  |  |
| --- | --- |
| **INTERVIEW ON ASSESSMENT ITEMS PROCEDURE** | **LOGO_Square.jpg** |
| Appendix 4 – Email Template for Interview Outcome |

**Outcome 1 – Satisfied with responses.**

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

Dear <student first name>,

I am writing to you advise you of the outcome of the Interview on <assessment item name> that was conducted on [insert date] for <CODEXXXX> <Course Name>.

On the basis of your responses provided at the Interview, I am satisfied that those responses are consistent with the material you submitted in the original assessment task. Feedback and/or results for this task will now be made available to you in line with the usual processes outlined in the Course Outline.

Thank you for your participation in this important assessment authentication process.

Kind regards,

<Course Coordinator Signature Block>

**Outcome 2 – Not satisfied with responses.**

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

Dear <student first name>,

I am writing to you advise you of the outcome of your Interview on <assessment item name> that was conducted on [insert date] for <CODEXXXX> <Course Name>.

On the basis of your responses provided at the Interview, I am not satisfied that those responses are consistent with the material you submitted in the original assessment task.

The matter will now be referred to a Student Academic Conduct Officer who will be responsible for reviewing the matter and initiating appropriate action under the [Student Conduct Rule](https://policies.newcastle.edu.au/document/view-current.php?id=34)*.* The Student Academic Conduct Officer will contact you with further information.

I encourage you to contact the Office of Student Advocacy for advice and assistance regarding the process.

I remind you that the University offers a range of academic and personal support services. Information about how to access these services is available at <http://www.newcastle.edu.au/current-students/support>.

Kind regards,

<Course coordinator Signature Block>

**Outcome 3 – Student did not respond/attend.**

Email Subject: Important: Interview for <CODEXXXX> <Course Name>

Dear <student first name>,

I am writing to follow up on my previous email requesting your attendance at an Interview on <assessment item name> for <CODEXXXX> <Course Name>.

As you did not respond to my earlier email to make arrangements for the Interview within the required timeframe, the matter will now be referred to a Student Academic Conduct Officer who will be responsible for reviewing the matter and initiating appropriate action under the [Student Conduct Rule](https://policies.newcastle.edu.au/document/view-current.php?id=34)*.* The Student Academic Conduct Officer will contact you with further information.

I encourage you to contact the Office of Student Advocacy for advice and assistance regarding the process.

I remind you that the University offers a range of academic and personal support services. Information about how to access these services is available at <http://www.newcastle.edu.au/current-students/support>.

Kind regards,

<Course coordinator Signature Block>

**OR**

Email Subject: Important: Interview for <CODEXXXX> <Course Name>

Dear <student first name>,

I am writing in regards to your Interview on <assessment item name> scheduled on [insert date] for <CODEXXXX> <Course Name>.

As you failed to attend the Interview as scheduled, the matter will now be referred to a Student Academic Conduct Officer who will be responsible for reviewing the matter and initiating appropriate action under the [Student Conduct Rule](https://policies.newcastle.edu.au/document/view-current.php?id=34)*.* The Student Academic Conduct Officer will contact you with further information.

I encourage you to contact the Office of Student Advocacy for advice and assistance regarding the process.

I remind you that the University offers a range of academic and personal support services. Information about how to access these services is available at <http://www.newcastle.edu.au/current-students/support>.

Kind regards,

<Course coordinator Signature Block>