

## Assessment Appeals Policy

<b>Purpose</b>	This Policy outlines the AITC's Policy on appealing against assessment decisions.
<b>Location</b>	The policy is maintained on owncloud
<b>Responsible executive</b>	Academic Dean
<b>Responsible office</b>	Academic Dean's Office
<b>Contact officer</b>	TBA
<b>Effective date</b>	29 June 2020
<b>Review date</b>	TBA
<b>Modification history</b>	Version 1.0
<b>Related documents</b>	AITC Student Assessment Policy and Procedure AITC Student Assessment Moderation Policy AITC Examinations Policy and Procedure
<b>Authority</b>	Approved by Academic Board

### 1. Purpose

This Policy outlines the AITC's Policy on appealing against assessment decisions.

### 2. Scope

This Policy is relevant to all academic staff and students studying at the Australian Institute of Technology and Commerce (AITC).

### 3. Definitions

An **Assessment appeal** is a mechanism where if a student is dissatisfied with a result, they may challenge it.

The **Grounds for Appeal** are the reasons that underpin an appeal.

### 4. Principles

- 4.1 Where a student is dissatisfied with an assessment of an assignment and/or an examination result, the student must approach the Course Coordinator in the first instance to discuss and/or request a review of that assessment. (If the Course Coordinator is to be challenged, the appeal can be lodged with the Academic Dean). It is normally expected that such a review would resolve most appeals against a Unit of Study assessment. The student must complete the appropriate assessment grade appeal form (available on AITC's website).
- 4.2 AITC will not accept petitions or group complaints. All complaints must be made individually.
- 4.3 Once the Course Coordinator receives a completed Assessment Appeal Form, he/ she will

organise a meeting with the Unit coordinator, and relevant lecturers, and tutors to reassess the student's work. If after reassessment, the evidence supports the student's appeal, an amendment to student's academic result will be made. If the reassessment determines that the original assessment is appropriate, no amendment will be made. No matter what the outcome is, the student will receive a written statement from the Academic Dean about the outcome of the appeal.

If the student remains dissatisfied with the decision made by the Course Coordinator, the student may appeal in writing to the Academic Dean. If the student remains dissatisfied with the decision made by the Academic Dean, the student may then appeal in writing to the AITC Independent Arbiter who will in considering such an appeal, form the Appeal Panel. The Independent Arbiter will report the decision of the Appeal Panel to the student in writing with a copy for the student file. The Dean will provide a report every four months to the Academic Board that provides details of each appeal.

- 4.4 Appeals against assessment of assignments and/or examination results must be made within two weeks of receipt of the assignment or examination result, subject to otherwise stated appeal deadlines.

4.5 Grounds for Appeal

The grounds for Appeal may include the following:

- a. The Learning Outcomes were not clearly defined in the material describing the Unit.
- b. Assessment tasks were not clearly defined in the Unit material.
- c. The Assessment procedure outlined in the Unit material was not followed.
- d. A piece of work handed in on time had not been marked.
- e. Perceived bias by attending Academic staff against the student that may have affected the grade or mark awarded to the student. (This allegation must be supported in writing with specifics).
- f. Alleged wrongful advice from teaching staff (e.g., the content of the examination or approval of an extension for an assignment).
- g. Inappropriate application of marking criteria.

4.6 Appeal Application

An Appeal must be lodged with the Student Service Office within 20 working days of the dates of notification of assessment. The application must set out the grounds for the Appeal.

4.7 Appeal Feedback

The student appellant will be notified of the outcome of the Appeal in writing by the Student Service Office within 20 working days of the date of its lodgment. The decision of the Appeal Panel will be final.

If the student remains dissatisfied with the decision made by the Appeal Panel, the student may then appeal in writing to the external independent arbiter in accordance with Student Grievance Mediation Policy.

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Decisions concerning the assessment appeal and the reasons for the outcome will be accurately recorded in student's file as well as AITC's Student Management System.