Appeals Against Assessment Flowchart

This flowchart is intended to provide an overview of the Appeals Against Assessment process and should be read in conjunction with the Appeals Against Assessment Policy and Procedure.

Stage 1 – Review of Assessment Result - School Level:

Timelines:

Stage 1

- (RA 1) Student seeks clarification/review of Assessment outcome (1)
- (RA 2) Student must first consult Course/Program Coordinator (2)

(RA 3a) Issue Not Resolved
(RA 3b) Issue Resolved

(RA 4) Where student believes:
  a) grounds exist (1); and,
  b) they have followed the Stage 1; and,
  c) they believe the issue is not resolved,
  they have the right to appeal to Portfolio Appeals Committee

Stage 2

- Refer to timeframe under Stage 2 over:
- Within 20 working days of publication of the result

Refer to Stage 2 Appeal Against Assessment to Portfolio Appeals Committee Policy (Next Page)

Note 1: Grounds for Review are identified in Section 2 of the Appeals Against Assessment Policy

Note 2: Options can include:
1) No error is established and the student accepts existing grade
2) Course/Program Coordinator amends grade where error is found
3) Re-mark or independent marking of assessment.
4) Other – i.e. Head of School may authorise an Alternative Assessment

Student should retain all documentation relating to review to demonstrate that they have proceeded through each stage.

Course/Program Coordinator must retain a record of the review.
Appeals Against Assessment Flowchart

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STAGE 2 Appeal Against Assessment Result to Portfolio Appeals Committee: (AA)

Timelines:

(AA 1) Student has sought a review of the Assessment with the Course Coordinator but believes the issue is not resolved. Student appeals to the Portfolio appeals Committee (1)

(AA 2) Portfolio Pro-Vice Chancellor determines if grounds for appeal are met (1)

(AA3a) Portfolio Appeals Committee is formed & hears appeal

(AA3b) Student advised grounds not met & of external avenues of review via student email

(AA 4) Committee makes decision ‘in camera’ and Secretary sends notice of outcome to student & HOS via email

Upheal appeal

Dismiss appeal

Other decision as deemed appropriate

(AA 5) Decision of the Portfolio Appeals Committee in relation to academic assessment is final, however limited avenues of appeal against procedural matter exist as identified in the Appeals Against Assessment Policy. Student advised of external avenues of review.

Note 1: Student must complete the Application for Appeal - Portfolio Appeals Committee Form. Grounds for appeal are set out in the Appeals Against Assessment Policy

Acronyms

HOS  Head of School/Centre

Within 20 working days of publication of the result

Within 5 working days of publication of hearing

Student* to be advised of right to:

a) be heard
b) make written submission**
c) be present (except when decision is being considered)
d) call any witnesses**
e) be accompanied by another
f) be represented**
g) engage an interpreter

* HOS has right to items a) to d).
** Written notice to be given to Secretary not less than 1 day prior to hearing.

Hearing can proceed & make binding decision where student (or HOS) is absent

May result in corrective action regarding discrepancy between the actual assessment and that published

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