

## **ASSESSMENT APPEAL POLICY AND PROCEDURE – STUDENT INFORMATION**

Assessment appeals will be overseen by the Course Manager.

### **Basis for Assessment Appeals**

The grade given for an assessment by the assessor is the grade that will be recorded for that assessment. A student may appeal a result given for an assessment task if the student believes that the assessor has marked the assessment incorrectly.

### **Procedure**

In the first instance a student should speak to their Course Coordinator regarding their grade.

To request an assessment appeal the student must complete an Assessment Appeal Form and submit it to their Course Coordinator.

The form is available on the College website.

The reason for the appeal must be clearly stated by the student.

An assessor(s) will facilitate a review of the assessment and provide a written judgement.

There will be no cost to the student for an assessment appeal.

Repeated submissions of assessment appeals that are considered to be without any substantial foundation may constitute a breach of the Code of Conduct and result in disciplinary action against the student.

### **Time-frame**

The student must submit the appeal within three days of the date the grade is released to the student.

The College will acknowledge receipt of an appeal in writing within three days.

The Course Manager will notify the student in writing of the outcome of the appeal, including the grounds of the judgement, within fourteen days of receipt of the appeal.

The appeal will be deemed closed once the student has been notified of the judgement.

**NOTE:** The College reserves the right to update and amend policies and procedures at any time.