



Assessment Appeal Procedure

Policy supported	Assessment Appeal Policy
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Owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
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Related Documents	Student Complaint and Appeal Policy Student Complaint and Appeal Procedure Assessment Request for Review Form

1. Purpose

This Procedure supports the **Assessment Appeal Policy**, which provides a framework for appeals against academic assessment at the Australian Institute of Higher Education Pty Ltd ('the Institute') and ensures they are transparent, consistent, and equitable.

2. Scope

This Procedure applies to all students and academic staff at the Institute, and all Institute courses.

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Actions and Responsibilities

4.1 Processes of Appeal

4.1.1 Viewing Assessment Items

Before an informal or formal review is requested, students should review their assessment item and any comments provided by the lecturer.

Mid-Semester Examinations

Requests to view mid-semester examination papers under supervision should be made in writing to the unit lecturer within 7 days of the release of results. Students may not copy the mid-semester examination paper or remove it from the premises.

Final Examinations

Students may view their marked examination papers (paper based and computer answer sheets) under supervision up to 4 weeks after the results have been released. Requests to view examination papers should be made separately in writing to the Student Services office within 7 days of the release of results. Students may not copy the examination paper or remove it from the premises.

4.1.2 Informal Review

Where a student is dissatisfied with the assessment of an assignment and/or an examination result, the student must approach the relevant lecturer/course co-ordinator in the first instance to discuss and or request review of that assessment. The consultation should be sought as soon as practicable, and within 7 days of notification of the assignment or examination result. It is the expectation that such review would normally resolve most appeals against assessment.

4.1.3 Formal Review

If the student remains dissatisfied with the decision made after consultation with the lecturer/course co-ordinator, the student may request a formal review by completing the **Assessment Request for Review Form**.

Formal reviews against assessment of assignments and or examination results must be lodged with Student Services within five (5) working days of receipt of the assignment or examination result, subject to otherwise stated appeal deadlines. Formal reviews lodged after five (5) working days will generally not be considered.

The **Assessment Request for Review Form** must clearly describe the grounds for formal review. There is no cost involved in lodging a formal review. A formal review may only be requested once per assessment.

Student Services will determine if the grounds for review are justified as per the **Assessment Appeal Policy** and this procedure. If the grounds for review do not meet the requirements of the **Assessment Appeal Policy** and this procedure, Student Services will notify the student their review request has been rejected with five (5) working days. If the review is warranted, Student Services will forward the request to the Course Coordinator or Program Director who will nominate an independent marker to conduct the review.

4.1.4 Review and Resolution

Following review by an independent marker nominated by the Program Director or Course Coordinator, the appellant will be notified of the outcome of the formal review via email within two (2) weeks of the date of lodgement of the formal review. All reports, including the resolution, of the formal review will be recorded on the student's file.

If the original marking did not accurately reflect the result of the assessment item, the result will be amended. The amended mark (higher or lower) will be recorded as the final result for that assessment item.

4.1.5 Further Assessment Appeal

If still dissatisfied with the outcome, a student may appeal against a decision made under this Policy. Appeals must be made as prescribed in the appeals process outlined in the ***Student Complaint and Appeal Policy*** and associated Procedure.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at February 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Ms. McCoy	New document	22 February 2017	6 March 2017