

## **APPEALS AGAINST ASSESSMENT**

### **Policy Statement**

Appeals against assessment results and/or processes can be made to the Campus Dean within two weeks of the publication of results.

The Campus Dean will assess the application to determine whether special consideration should be granted, and will notify student of the decision within ten working days.

If granted, the application may be processed at the time of finalisation of the grade, unless it is more appropriate that it be dealt with at the time of application.

### **Decision Process**

Decision making in relation to Special Consideration applications should be:

- equitable;
- consistent;
- procedurally fair;
- timely, and
- consistent with current government privacy policy.

Criteria for assessing such appeals are as follows:

- the severity of the event and its impact on the student's performance;
- the nature of the assessment in which performance was affected; and
- the student's academic standing in other units and in the course.

Possible outcomes for approved applications include the following:

- No change to result
- Completion of alternative or additional assessment of a similar type and academic level
- Late acceptance of an assessment item where application for late submission has not been made (the application must address the reasons for failing to comply with relevant policy on the granting of extensions)
- Reconsideration of the composite result for a subject/s

Special Consideration will NOT normally be approved in the following instances:

- employment commitments where the request for special consideration is made less than four weeks before the date of the assessment;
- adequate standards of documentation and processes have not been met;
- computer-related problems, except where a police report is provided indicating that burglary or calamity has resulted in the loss of both a computer and backups from the students' place of residence (NB: it is assumed that students keep regular backups of their work, so theft of a laptop is not grounds for special consideration)

## Special Options

Note that the following specific options exist and should be used as appropriate:

- If the student has been unable to attend an examination the eligibility for deferred assessment should be assessed.
- If the conditions are consistent with the DEEWR guidelines for late withdrawal without financial penalty (re-credit Student Learning Entitlement), and if attainment of the learning objectives is in jeopardy, then student should be advised to consider applying for late withdrawal. If the condition existed prior to census date, the application should address the reasons why the student did not withdraw from the unit by census date.
- In the case of the option for acceptance of late submission of assessment items, the policy provides this option in cases, for example, where exceptional circumstances have prevented the student from accessing the standard procedure for extension.

Records are retained by the Campus Dean who should report such events to the next meeting of the AICM Academic Board.