

REGULATION 5.3-ASSESSMENT

Grounds of Appeal

1. An appeal against a final grade in a unit may only be based on one, or any, of the following grounds-
 - (a) failure of the unit description to be explicit in the indication of:
 - the learning tasks students are required to complete in a unit;
 - how students will be assessed; and
 - any other requirement of the relevant Board;
 - (b) failure by assessors to observe the assessment procedures set out in the unit description;
 - (c) failure to apply fairly and appropriately the criteria specified in the unit description.

Discussion

2. A student who believes he or she has grounds to appeal against a final grade in a unit has the option to discuss the assessable tasks on which the final grade is based with the academic or teaching staff in charge of the unit or in the absence of the relevant academic or teaching staff in charge the Head of School may appoint a nominee academic or teaching staff in charge of the unit.

Appeal

3.
 - (1) A student may appeal against a final grade in a unit by forwarding a written notice of appeal to the Head of School within 7 days of publication of the final grade.
 - (2) The notice of appeal must state the grounds on which the student relies in seeking the appeal.
 - (3) The academic or teaching staff in charge of the unit shall, on request from the Head of School, give written reasons for the final grade.
4.
 - (1) The Head of School may require-
 - (a) the student to submit all assessed material in the unit;
 - (b) the whole or part of the assessment of the unit to be assessed independently by one or more appropriately qualified assessors.
 - (2) The Head of School shall-
 - (a) make such enquiries relating to the assessment of the grade as he or she thinks fit;
 - (b) give the student the opportunity to be heard by written submission and upon a request by the student the opportunity to be heard by oral submission;

- (c) consider the appeal;
 - (d) upon a request by the student, meet with the student and provide oral reasons for the decision; and
 - (e) report to the student in writing the result of the appeal within 30 days of receipt of the notification of appeal or such further time as may be reasonably necessary to complete his or her determination.
- (3) The Head of School may confirm the original grade or change the grade.
 - (4) A student may be accompanied by an observer, who is not a lawyer, when appearing before the Head of School. However the observer may not speak unless invited to do so by the Head of School.
- 5. In the event of a student being unable to lodge the notice of appeal within the specified time for any reason acceptable to the Head of School, the Head of School may consider the appeal out-of-time.
 - 6. Where the Head of School has been responsible for assessment in the unit which is the subject of appeal the Vice-Chancellor, or his or her nominee, shall hear the appeal and the provisions of sections 4-6 shall apply to the Vice-Chancellor, or his or her nominee, the necessary changes being made.
 - 7. A student may appeal against a decision by a Head of School under section 4 to the relevant Appeals Committee ("Appeals Committee"). An appeal must be in writing specifying the grounds of appeal in accordance with Regulation 2.2 sub-section 4(2).

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Amendment 1 Made 3/12/97 Promulgated 19/12/97
Amendment 2 Made 23/6/99 Promulgated 12/07/99
Amendment 3 Made 10/09/03 Promulgated 06/10/03
Amendment 4 Made 15/06/05 Promulgated 07/10/05