

POLICY: Assessment Appeal Policy	
Objective	The aim of this policy is to provide a clear and fair avenue for students to appeal the outcome of an assessment marking decision.
Policy Name	Assessment Appeal Policy
Policy No	LERN14A
Associated Policies and Procedures	LERN11A_SDS_Assessment Submission Policy LERN11A_IDO_Assessment Submission Policy LERN12A_SDS_Assessment Resubmission Policy LERN12A_IDO_Assessment Resubmission Policy LERN13A_SDS_Assessment Extension Policy LERN13A_IDO_Extension Policy LERN14E_Assessment Appeal Register LERN18A_Academic Integrity Policy STU05A_Grievance and Complaint Policy
Associated Documentation	SDS Assessment Appeal Form IDO Assessment Appeal Form SDS Website Student Support Page IDO Website Student Support Page SDS Student Handbook IDO Student Handbook
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 2: 1.3 - 1.5 Part 2, Division 2: 2.3 Part 2, Division 5: 2.7 - 2.8
Authorised by	Nicole Watts
Date and Version	V1 03/08/2008 V2 06/09/2011 V3 06/05/2013 V4 29/05/2018 V5 16/01/2020 V6 08/07/2020 V7 24/01/2025 V8 02/09/2025

Each student has the right to appeal against an assessment decision, based on the valid grounds listed below. The student is the only person who can lodge an appeal which must be submitted by completing an Assessment

Appeal Form located in the Student Hub on the eCampus. This form is automatically sent to the administration team. If a student wishes to appeal an assessment outcome, they must lodge their appeal within 5 working days of the assessment feedback and result being released on the eCampus.

Valid grounds for appeal

- The grade was not based on marking criteria as specified in the assessment brief
- The grade may be objectively considered unfair based on stated criteria and quality of work
- Obvious bias affecting the assessment result, supported by specific instances
- Other grounds accepted for appeal by the Education Manager coordinating the review

Invalid grounds for appeal

- Students' uncertainty about the objectives of the assessment
- The standard required to receive a competent grade in the assessment
- Personal, medical, or employment problems
- Over-enrolment or over-commitment to work on the part of the student
- Financial implications of not passing the assessment/unit
- Grades received by other students in the same assessment
- The amount of work the student has done
- A penalty imposed for academic misconduct
- General grievances

Review

Once an Assessment Appeal Form is received, the student will be emailed a written statement listing the outcome of the appeal and reasons for the decision within 5 business days. The appeal and outcome of the appeal will be recorded in the Assessment Appeal Register.

If an assessment appeal is accepted as valid, the assessment will be re-marked by a different Educator. The original mark will be deleted and the new mark will be recorded as the mark received for the assessment.

Appeal

If the student is not satisfied with the outcome of their assessment appeal and wish to make a further complaint, they can do so in accordance with the Grievance and Complaint Policy.