

ASSESSMENT APPEAL POLICY			
Policy Name	Assessment Appeal Policy		
Policy No	LERN/12A		
Version Number	V6	Effective Date	29/05/2018
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Attendance Policy STU/26A • Non-Communication policy STU/25A • Assessment Submission Policy LERN11 • Assessment Extension Policy LERN11A • Assessment Appeal Policy LERN12A • Assessment Resubmission Policy LERN14A • Course Progression Domestic Policy STU21A • Course Progression International Policy STU28A 		
Associated Procedures	/ Assessment Appeal Procedure		
Associated Documentation	/ Assessment Appeal Online Form		
Standard	Guide to Standards 2015 for RTO's: Training and Assessment / 1.8 to 1.12 National Code		
<p>Each student has the right to appeal against an assessment decision, based on the valid grounds identified by Sydney Design School. The student is the only person who can lodge an appeal. In the case of an assessment appeal, the student must complete the "Assessment Appeal Form" located in the Student Hub of the eCampus under Important Forms. The form is automatically sent to the student adviser.</p> <p>Students will be sent a written statement listing the outcome of the appeal; and reasons for the decision. The appeal and the outcome of the appeal will be recorded in writing and kept on file.</p> <p>Appeals must be lodged by students within five working days of the assessment feedback and result being released.</p> <p>If an assessment appeal is accepted as valid, the assessment will be re-marked by another Educator. The previous mark will be deleted, and the new mark will be recorded as the mark received for the assessment.</p> <p>Valid grounds for appeal:</p> <ul style="list-style-type: none"> / The grade was not based on assessment marking criteria as specified in the Sydney Design School assessment brief / The grade may be objectively considered unfair based on stated criteria and quality of work 			

- / Obvious bias affecting the assessment result – this must be supported by specific instances
- / Other grounds accepted for appeal by the Educator coordinating the review

Invalid grounds for appeal:

- / Students uncertainty about the objectives of the assessment
- / The standard required to receive particular grades in the assessment

- / Over enrolment or over commitment to work on the part of the student
- / Personal and medical problems (which should normally be dealt with by an extension request or deferral of studies)
- / Financial implications of not passing the assessment/unit
- / Grades received by other student in the same assessments
- / The amount of work the student has done
- / A penalty imposed for plagiarism in accordance with Sydney Design School's policies
- / General grievances

Please note: Personal, medical and employment difficulties will not be considered as valid grounds for an assessment appeal. Students experiencing such difficulties should meet with the student adviser or General Manager to discuss their options.

Version Control Summary

Version	Date	Author	Details
V4	06/09/2011	Amanda Grace	
V5	06/05/2013	Ashleigh Kidd	
V6	29/05/2018	Emma Lander	
V7	16/01/2020	Nicole Watts	