

HEFOR08 Appeal of Academic Assessment Form

PURPOSE

Students who wish to appeal a decision in regard to the assessment and grading of an assessment task/assignment, made by their course teacher and/or the Course Coordinator, may complete this form and deliver it to the Student Welfare Coordinator, who will lodge it with the Academic Director and Academic Administration for consideration.

PROCEDURE

Submission Requirements

In order to make a submission you must have already made a request for a re-evaluation of the assessment, or for another opportunity to sit the exam or submit the assignment, to your class teacher. See **Stage 1: Informal Resolution between student and academic staff member - HEPP05 Academic Appeals Policy and Procedure**

If you have been granted an opportunity to re-submit the assessable work and are still unhappy with the way in which the assessment was made, or with a Fail grade, you may, under special circumstances, ask for another opportunity by appealing to the Course Coordinator. See: **Stage 2: Appeal to the Course Coordinator - HEPP05 Academic Appeals Policy and Procedure**

If the opportunity is denied by the Course Coordinator, or you are unhappy with the result, then you may appeal the decision by completing this form and stating your reasons for wanting to re-take the assessment. See: **Stage 3: Formal Written Appeal to the Academic Director - HEPP05 Academic Appeals Policy and Procedure**

The following information must be provided with the HEFOR12 Appeal of Academic Assessment Form:

- details of the appeal;
- supporting information that the student wishes to be considered as part of the appeal;
- an explanation of the steps already taken to try to resolve the appeal informally and why the responses received are not considered satisfactory; and
- the steps the student believes need to be taken to address their concerns.
- If possible, a copy of the assessment work in question

Please note: you may request a copy of the **HEPP05 Academic Appeals Policy and Procedure** document for full details of each process and the policy regarding academic appeals.

RECORD KEEPING AND CONFIDENTIALITY

All records relating to academic appeals will be treated as confidential and will be kept separately to the student's file in a secure environment in accordance with SCEI-HE's Records Management and Privacy policies. A copy of the statement of the findings at each stage of the process will be provided to the student.

A register of academic appeals will be maintained on SCEI-HE's Student Management System.

If a student chooses to lodge a formal academic appeal, their enrolment will be maintained during the resolution process.

Section A – Personal Details

SCEI-HE Student Number _____ Date of birth (DD/MM/YYYY) _____

Full name _____

Postal address (for the duration of the appeals process) _____

Suburb _____ State _____

Country _____ Postcode _____

If you need to change this address during the appeals process, please inform Student Administration.

Section B – Course Details

Course Name _____ Course Code _____

Subject name _____ Subject code _____

Are you currently enrolled as an International student? Yes No

Section C – Details of appeal

Identify the assessment in question _____

Have you attempted to resolve this issue with your class teacher? Yes No

If Yes, please describe the result (if you need more space, please attach a note to this application)

Have you attempted to resolve this issue with your program's Course Coordinator? Yes No

If Yes, please describe the result (if you need more space, please attach a note to this application)

Upon receipt of this form and associated evidence by the Academic Director, either directly, or via Student Welfare Officer, Student Administration or Course Coordinator, all efforts will be made to have the appeal assessed and a decision returned to you within twenty (20) working days.

If the appeal requires the convening of specialist personnel to help the Director make an informed assessment of the case, sometimes this takes some days to identify and schedule the right people to meet and discuss.

Notwithstanding this need, all efforts will be made to resolve the appeal within twenty (20) working days of receipt of this appeal application.

Section E – Student Declaration

I declare that the information provided in this application is accurate and truthful and confirm that:

1. I have read and understand the options available to me as outlined under Submission Requirements, on page 1 of this document, and in the SCEI-HE policy document **HEPP05 Academic Appeals Policy and Procedure**, available on request or at the online address provided here: <http://scei-he.edu.au/policies-procedures-forms/>
2. I have attempted to resolve the issues outlined in this application with either my class teacher or Course Coordinator, or both, before feeling the need to make a formal appeal.
3. I have selected, as outlined in **HEPP05 Academic Appeals Policy and Procedure**, a course of appeal identified as *Stage 3 – Formal written appeal to the Academic Director* as resolution of my academic complaint was not achieved through discussion with my course teacher(s) or Course Coordinator.

Student Signature _____ Date _____

Receiving Officer Name _____ Date _____

Receiving Officer Signature _____

Author	Academic Director
Created	April 2019
Amended	May 2020 (Compliance Coordinator)
Approved	TO BE APPROVED BY Academic Board
Effective date	May 2020
Version	1.1
Review date	May 2022