

<b>ASSESSMENT APPEAL POLICY</b>			
<b>Policy Name</b>	<b>Assessment Appeal Policy</b>		
<b>Policy No</b>	<b>LERN/12A</b>		
<b>Version Number</b>	V8	<b>Effective Date</b>	08.07.2020
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Attendance Policy <b>STU/26A</b></li> <li>• Non-Communication policy <b>STU/25A</b></li> <li>• Assessment Submission Policy <b>LERN11</b></li> <li>• Assessment Extension Policy <b>LERN11A</b></li> <li>• Assessment Resubmission Policy <b>LERN14A</b></li> <li>• Course Progression Domestic Policy <b>STU21A</b></li> <li>• Course Progression International Policy <b>STU28A</b></li> </ul>		
<b>Associated Procedures</b>	/ Assessment Appeal Procedure		
<b>Associated Documentation</b>	/ Assessment Appeal Online Form		
<b>Standard</b>	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 Administrator.</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><b>Valid grounds for appeal:</b></p> <ul style="list-style-type: none"> <li>/ The grade was not based on assessment marking criteria as specified in the Sydney Design School assessment brief</li> <li>/ The grade may be objectively considered unfair based on stated criteria and quality of work</li> <li>/ Obvious bias affecting the assessment result – this must be supported by specific instances</li> </ul>			

- / 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 students in the same assessment
- / 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 Administrator 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	
V8	08.07.2020	Nicole Watts	