

## Assessment Appeal Form

Read the important information on page 2 *before* completing this form.

### 1 – PERSONAL DETAILS

ACAP student ID number

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Title \_\_\_\_\_ Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Contact Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

Course Name (e.g. Bachelor of Applied Social Science)

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### 2 – ASSESSMENT APPEAL DETAILS

Term	Year	Unit Name	Educator Name	Class Flexible Delivery/ On Campus	Assessment No.	Mark Received

Grounds for appeal and statement in support of these grounds (see page 2 for details of what are considered valid grounds for appeal)

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### 3 – DECLARATION AND SIGNATURE (NB: Your appeal will not be considered unless you have ticked all the points below)

- I have read and understood the Important Information section on page 2 of this form and request my assessment to be remarked as indicated.
- In lodging this assessment appeal, I confirm that I have followed the Assessment Appeals process, as outlined in the Student Handbook.
- I confirm that I have approached my unit educator directly in an attempt to resolve this issue.
- I verify that this assessment appeal is being lodged within 10 working days of notification of the assessment decision.
- I acknowledge that should I be appealing a grading of Resubmit, if the appeal is not upheld, then re-submission takes place within 2 weeks of the appeal decision.
- I understand that the regraded mark resulting from this appeal will be reflected on my student record as my result for this assessment.
- I confirm that I have provided the original marked assessment and an identical clean copy to my Course Coordinator in order to have it re-marked by a third party educator (including practice session where applicable).
- I declare that the information I have given on this application is correct. I hereby apply for the above assessment appeal to be processed.

Student Signature

<b>X</b>	SIGN HERE
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Date

DD	/	MM	/	YYYY
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Date Received

Office Use Only	Office Use Only	Office Use Only	Office Use Only
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# IMPORTANT INFORMATION FOR STUDENTS APPEALING AN ASSESSMENT OUTCOME

## LODGING AN APPEAL

Each student has the right to appeal against an assessment decision. The student is the only person who can lodge an appeal. In the case of an assessment appeal, the student must approach the unit educator directly and every attempt should be made to resolve the issue at this level.

## VALID GROUNDS FOR AN APPEAL

- Grade not based on assessment marking criteria, as specified in the ACAP assessment outline
- Unfair grade based on stated criteria and quality of work
- Obvious bias affecting the assessment result (NB: This must be supported by specific instances)
- Other grounds accepted for appeal by the staff member coordinating the review

## No other grounds will be accepted as valid, such as:

- The objectives of the unit
- The standard required to receive particular grades in the unit
- Study overload
- Personal and medical problems (which should normally be dealt with by an extension request or deferral of studies)
- Financial implications of not passing the unit
- Grades received by the student in other units
- The amount of work the student has done
- A penalty imposed for plagiarism in accordance with ACAP's policies
- General grievances
- The need for additional marks to enable a pass or higher grade.

## TIME-FRAME FOR LODGING AN APPEAL

Appeals must be lodged by students within 10 working days of notification of the assessment decision. All appeals must be submitted in writing (i.e. completion of the Assessment Appeals Form).

## APPEALING A RESUBMIT

In the case of a student appealing a grading of Resubmit, if the appeal is not upheld, then resubmission takes place within 2 weeks of the appeal decision.

## APPEAL OUTCOME

When an assessment is regraded by another educator, the regraded mark stands. This mark will be recorded as the mark received for the appealed assessment. If a student is dissatisfied with the appeal decision, they may follow the Academic Grievance and Appeals Procedure, as outlined in the Student Handbook.

**This form may be lodged at any ACAP Campus by post, fax or email:**

### **SYDNEY**

Administration  
ACAP  
Locked Bag 11  
Strawberry Hills NSW 2012  
Ph: (02) 9964 6300  
Fx: (02) 9964 6370  
[admin@acap.edu.au](mailto:admin@acap.edu.au)

### **MELBOURNE**

Administration  
ACAP  
PO Box 12322, A'Beckett St Post Office  
Melbourne NSW 8006  
Ph: (03) 8613 0698  
Fx: (03) 8613 0698  
[acapmelb@acap.edu.au](mailto:acapmelb@acap.edu.au)

### **BRISBANE**

Administration  
ACAP  
PO Box 10469, Adelaide Street  
Brisbane QLD 4000  
Ph: (07) 3234 4400  
Fx: (07) 3236 0037  
[acapbris@acap.edu.au](mailto:acapbris@acap.edu.au)

## 4 – OFFICE USE ONLY

<b>Date Received:</b>	<b>Received by:</b>
<b>Third Party Educator:</b>	<b>Date Sent to Educator:</b>
<b>Date Remarkd Version Received:</b>	<b>Regraded Mark Allocated:</b>
<b>Administration Advised of New Mark:</b> Y      N	<b>Student Advised of Outcome:</b> Y      N
<b>Date Sent Back to Student:</b>	<b>Course Coordinator's Signature:</b>