



# Policy: Academic Appeals

## Purpose

This policy and procedure is to clearly define the process for managing requests for a review of decisions - including assessment decisions – made by South Regional TAFE (SRT) or a third party providing services on SRT's behalf.

## Scope

This appeals policy applies to all students enrolled with South Regional TAFE and parents/guardians of enrolled students under the age of eighteen.

## Policy

South Regional TAFE believes that a student who seeks an appeal has the right to raise the appeal and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimisation.

The student has the right to present the appeal formally and in writing.

South Regional TAFE will manage all appeals fairly, equitably and efficiently as possible. SRT will encourage the parties to approach the appeal with an open mind and to resolve problems through discussion and conciliation. The decision-maker will be independent of the decision being reviewed (e.g. an assessor will not consider or decide an appeal being made against an assessment decision that he/she has made). The student will be given the opportunity to formally present their case to an independent person. Any costs associated with a third party review will be advised, so that the student is aware of any costs they may need to pay. The student will receive a written statement of the outcomes, including reasons for the decision, within a 21 day period. If, however, the college considers that longer than 60 days are required to process and finalise the appeal, the student will be notified in writing of the reason for the delay and kept informed about all progress.

Confidentiality will be maintained throughout the process of the appeal procedure. SRT seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive learning environment.

A copy of this policy is available to all students and staff via the SRT intranet and website, and is available in printed form upon request.

## Grounds for an appeal

The grounds for appealing an assessment decision are:

- The judgement was made incorrectly; and/or
- The judgement was not in accordance with the assessment instructions

## Procedure

The Academic Appeal Application procedure is explained to students at induction and at the commencement of study of a new unit or cluster of units.

Students may appeal their assessment within four weeks of the date of first publication of the results, i.e. the student's Record of Results. Should an appeal be upheld, the appeal fee charged will be refunded. An Academic Appeal application form must be completed to appeal the assessment.

It is not possible to appeal the outcomes of a review once determined by the Director Training Services; however the college's complaints procedure may be accessed at any stage throughout the process.

The following Academic Appeal Application work procedure indicates the steps necessary to process an appeal application. A fee of \$25.00 per unit of competency must be paid in full at the time of the appeal application is submitted by the student. This fee will be refunded to the applicant if the appeal is successful and their result amended to "Competent".

In special circumstances the fee may be waived by South Regional TAFE at the discretion of the Managing Director.

## Related documents / references

Form: Academic Appeal Application

Process: Academic Appeals

TAFE International WA (TIWA) Academic Appeals Policy

## Version control

Custodian of document	Director Organisational Services
Version	5
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