



Policy & Procedure: Academic Appeals Policy

Purpose:	To provide guidelines for processing academic appeals		
ASQA Standard:	SNR 16.7	Responsibility:	Assistant Principal
Version & Date:	Version 2014v1 22/4/2014		
Review Date:	April 2016		

A. Purpose and Scope:

This policy provides a framework for managing academic appeals. These are appeals relating to academic decisions such as marks, deeming of competence, RPL, credit transfer and any other academic matters. Complaints unrelated to academic matters are covered by the Complaints Policy.

B. Policy:

Nungalinya College recognises that students have the right to appeal academic decisions and for these appeals to be handled in a fair, efficient and effective manner.

Academic Appeals may include but are not limited to:

- Marks – whether an individual piece of assessment is marked satisfactory or not satisfactory
- Competence – when a student has been deemed not yet competent, but believes they should be regarded as competent
- Applications – when a student application for a particular course has been unsuccessful

Academic appeals will be handled by the Assistant Principal who will investigate the appeal and determine an appropriate method for fairly and effectively responding to the appeal. If an appeal is unsuccessful, the student may appeal again to the Principal who will also investigate the matter. Once this has been completed, no further appeal can be lodged.

Students will be informed about the Appeal Process through the Student Handbook and at orientation and the policy will also be available on the College Website.

Nungalinya College may refuse to accept or investigate any appeals deemed to be frivolous, vexatious or lacking sufficient evidence or substance.


C. Procedure:

1. Any student wishing to make an Academic Appeal should see the Assistant Principal to discuss the matter.
2. If the matter relates to an unsatisfactory or not yet competent outcome, the Assistant Principal will do a preliminary review of the outcome to determine if there is a basis for an appeal. No appeal will be accepted for incomplete assessment tasks.
3. If there is valid basis for appeal, the Assistant Principal will arrange for a second assessor with appropriate expertise, to remark the work, or review the evidence.
4. If the second assessor upholds the original mark, it will stand.
5. If the second assessor believes a satisfactory or competent result should have been awarded, the Assistant Principal will call a meeting with the two assessors to discuss the result. The original assessor's judgement should not be over-ridden without their input.
6. If agreement is not reached, the Assistant Principal will make a decision about the final outcome. If the appeal is upheld, the second assessor will need to sign the final outcome record demonstrating their acceptance of responsibility for awarding a satisfactory or competent outcome.
7. If the appeal is not upheld, the student can appeal to the Principal who will review the processes. If the Principal decides there is still some basis for appeal, the process will be repeated, with the Principal making the final decision instead of the Assistant Principal.
8. Once the matter has been reviewed by the Principal, no further appeal is possible.
9. The Assistant Principal should ensure any evidence and outcomes of the appeal process are kept in the student's file for the appropriate time period.

D. Associated Documents:

Review of the Policy:

This policy will be reviewed on a biannual basis. However, if at any time the legislative. Policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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