

Student Assessment Appeals Procedure

1. Purpose

The purpose of this procedure is to provide a framework for the circumstances under which an appeal against academic assessment at Australian School of Accounting (ASA) may be lodged and to ensure the process is transparent, consistent, and equitable.

2. Scope

This procedure applies to all students and academic staff at ASA and to all courses offered by ASA.

3. Appeals Process

3.1 Informal Review

Where a student is dissatisfied with the assessment of an assignment and/or an examination result, the student must approach the relevant course coordinator in the first instance, to discuss and/or request review of that assessment. The consultation should be sought as soon as practicable, and within three (3) working days of notification of the assignment or examination result. It is the expectation that such review would normally resolve most appeals against assessment.

3.2 Written Appeal

If the student remains dissatisfied with the decision made after consultation with the course co-ordinator, the student may appeal in writing to Academic Dean, clearly outlining the grounds for appeal. Appeals against assessment of assignments and/or examination results must be lodged with the Academic Dean within three (3) working days of receipt of the result of the informal review. Written appeals must be received by 9:00 am of the third day.

3.3 Review and Resolution

Following review by the Academic Dean or delegated nominee, the student will be notified of the outcome of the appeal within ten (10) working days of the date of lodgement of the appeal. All reports, including the resolution of the appeal, will be recorded in writing and lodged with the Academic Dean with a copy held on the student's file. The final assessment outcome will be officially recognised.

3.4 Further Appeal

If the student remains dissatisfied with the outcome of the appeals process, they may lodge a further appeal. Such appeals must be made as prescribed in the appeals process outlined in the *Student Grievance Handling Policy and Procedure*.

The policy related to this procedure can be found under the policy register as “*Student Assessment Appeals Policy and Student Assessment Policy*”.

4. Version Control

Document		Student Assessment Appeals Procedure			
Approved by		Academic Board		Date: 27 April 2021	
Version #	2.0	Replaces Version	1.0	Academic Board approval Course accreditation Next review	2024
	1.0		0.4		
	0.4		0.3	Style review	
	0.3		0.2	Project Manager review Next review	2020
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