

## 1. Purpose

The intent of this Policy 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 that the associated process is transparent, consistent and equitable.

This Policy has been developed in recognition of the consideration that, while ASA endeavours to ensure its assessment processes are satisfactory for all students and staff, there may be circumstances in which students have legitimate concerns about the outcomes of an assessment.

## 2. Principles

Key principles informing this Policy are that:

1. in the event of dissatisfaction with an assessment, all students are provided with an opportunity to appeal;
2. appeals are dealt with consistently, transparently and equitably; and
3. appeals will be resolved in a way that maintains the academic quality and rigour of ASA's assessment processes.

## 3. Scope

This Policy applies to all students and staff at ASA for courses offered.

## 4. Definitions

Term	Definition
Appeal against assessment	A challenge made by a student to overturn the result of an assessment.
Grounds for appeal	The circumstances under which an appeal is made.

## 5. Policy

### 5.1 Requirements

Requirements of the appeal process are that:

1. all students have a right to appeal and will not be disadvantaged by lodging an appeal against assessment;
2. the appeals process is provided free of charge;

3. the appeals process will be approached in a responsible manner and only where legitimate grounds for appeal exist;
4. appeals are treated seriously and resolved fairly; and
5. confidentiality will be maintained by all staff members involved in the appeals process.

## **5.2 Legitimate Grounds for Appeal**

Legitimate grounds for appeal at ASA are:

1. lack of clarity or poorly defined learning outcomes, assessment tasks, or assessment procedures;
2. a piece of work handed in on time that has not been marked or returned by the specified return date;
3. wrongful or misleading advice from teaching staff;
4. inappropriate application of marking criteria; or
5. perceived bias by teaching or academic staff against the student, which may have adversely affected the grade or mark awarded.

Australian School of Accounting will not accept petitions or group complaints.

## **6. Responsibilities**

The Appeals process and responsibilities is outlined in detail in the Student Assessment Appeals Procedure.

As outlined in this procedure if a student remains dissatisfied with the outcome following 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*.

## **7. Related Documents**

*Student Assessment Policy*  
*Student Grievance Handling and Resolution Policy*  
*Student Grievance Handling and Resolution Procedure*  
*Student Code of Conduct*

## **8. Specific Related Documents**

*Student Handbook*  
*Student Assessment Procedure*  
*Student Assessment Appeals Procedure*  
*Student Grievance Handling and Resolution Procedure*

## 9. Relevant Legislation

*Higher Education Standards Framework (Threshold Standards) 2021*

## 10. Version Control

Document		Student Assessment Appeals Policy			
Approved by		Academic Board		Date: 20 April 2021	
				Next review	2024
Version #	2.1	Replaces Version #	2.0	Update to TEQSA standards	
	2.0		1.4	Academic Board approval Course accreditation	
	1.4		1.3	Principal Review	
	1.3		1.2	Style review	
	1.2 and 1.1		1.1	Project Manager review Next review	2020
	1.1		1.0	Academic Board review	
	1.0		0.3	approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	