

ACADEMIC APPEALS BY STUDENTS

1. Application

These procedures apply to students of Yalga-binbi Institute who wish to appeal in one of the following circumstances:

- against a grade or an assessment that they have received in a unit or a part of a unit of the course in which they are enrolled in Yalga-binbi Institute.
- in an appeal on academic grounds against a decision in an application for Recognition of Prior Learning;
- against decisions made by the Institute on their readiness to progress to the next stage of their course;
- against decisions made by the Institute concerning their completion of their course;
- against decisions made by the Institute concerning their right to graduate from the course in which they have been enrolled.

2. Principles

The principles underlying the right of students to appeal in the circumstances in Clause 1 above are as follows:

1. Academic staff are responsible for the quality of their teaching and for assessing the students' learning.
2. Academic staff are expected to be expert in their discipline area, competent and up-to-date in the knowledge, skills, and competencies of the subjects that they are teaching, and able to develop this knowledge and these skills and competencies in their students.
3. Academic staff are accountable to the Committee of Management for carrying out their duties.
4. The Academic Committee is the specialist academic body in the Institute, accountable to the Committee of Management, for ensuring the quality of the Institute's programs and the quality of their educational and training outcomes.
5. Appeals may consider:
 - the content of the assessment and its relevance to the course, training package, or unit being assessed;
 - the methods of assessment and their appropriateness to the outcomes required from the course, training package, unit, or the part of the unit being assessed;
 - a comparison between the standard required by the course, training package, or unit, and that of the assessment;
 - an estimate of the standard achieved by the student and the standard required by the course, training package, or unit.

3. Procedures

- a) A student seeking a review of an assessment result or an appeal in one or more of the circumstances in Clause 1 above should first approach his/ her lecturer for that unit or course and request an explanation of the grade, assessment, or issue in contention. At that time, the student may request a review of the matter of concern.
- b) The lecturer should review the issue in contention, and, if he/ she feels that a change in grade is justified, must take the issue back through the process that determined, moderated, or arrived at the original assessment result or other decision. (This may require him/ her to discuss the grade with his/ her colleagues before a decision is made on adjusting the result).
- c) The student should then be informed of the decision on the review of the assessment result.
- d) If the student continues to be dissatisfied with the decision on the assessment result or other matter, he/ she has the right to appeal to the Co-ordinator of the course concerned, and request a review of the decision.

- e) The Course Co-ordinator should consider the request from the student for a review, and, if he/ she feels it is appropriate, will seek information from the lecturers concerned with this assessment result or other matter and inquire into the process of assessment or the process by which the decision in the respective circumstances in Clause 1 was made. If he/ she considers that the process was appropriate, then the Course Co-ordinator will inform the student that the appeal has been unsuccessful and the result is unchanged.
- f) If the Course Co-ordinator feels that there were deficiencies in the assessment process or in the process by which the decision in the respective circumstances in Clause 1 was arrived at, then he/ she should request the member or members of staff concerned to conduct another assessment of the student or to work through again the means by which they made the decision in the respective circumstances in Clause 1, and to report to him/ her in no more than seven (7) days their revised assessment result or other decision. At this time, the lecturers concerned must provide a written report, explaining the assessment process or the means by which they arrived at their decision, the reasons for their decision, and both this explanation and the result will be conveyed to the student in writing within a further three (3) days.
- g) If the student continues to be dissatisfied with the decision on the assessment result or other matter, he/ she has the right to appeal to the Training Co-ordinator, who will take the matter to a meeting of the Academic Committee for a final ruling. In making this further appeal, the student must appeal in writing, explaining the grounds on which the further appeal is being made.
- h) The Academic Committee may meet at its convenience, but no later than 28 working days after receipt of the documented further appeal from the student.
- i) The Academic Committee should receive a copy of all the documentation concerning the appeal, including the original pieces of work by the student, evidence of the original assessment process, and any other information that substantiates the reliability and validity of the assessment, and, if the Course Co-ordinator had considered that there were deficiencies in the original assessment or decision-making process, the report from Sub-clause 3 (f).
- j) The Academic Committee may consider the appeal or it may delegate consideration of the appeal to an ad hoc Appeals Committee.
- k) If the Academic Committee considers the appeal without appointing an Appeals Committee, it will consider all the documentation concerning this appeal, including the appellant's written appeal in Sub-clause 3 (g) and the report referred to in Sub-clause 3 (f), and resolve the matter. In arriving at its decision, the Academic Committee may choose to seek further information, orally or in writing, from the appellant and from the lecturer or lecturers concerned, but need not do so if it is satisfied with the documented information that it has been given. The Academic Committee's resolution on the assessment or other matters that were the subject of the appeal will be final, and no further discussions or appeals will be entered into.
- l) If the Academic Committee establishes an Appeals Committee to consider this appeal, the membership will be:
- The Chair of the Academic Committee or, if the Chair is not available, another member designated by the Chair. This person will chair the Appeals Committee.
 - The Course Co-ordinator, or, if the Course Co-ordinator is the lecturer referred to in Sub-clause 3 (a) above, the Training Co-ordinator;
 - Another person, who may or may not be a member of the staff of the Institute but not the lecturer referred to in Sub-clause 3 (a) above, competent in the subject of the course or unit and competent in assessment procedures in Vocational Education and Training.
- m) If an Appeals Committee has been appointed, it will consider all the documentation concerning this appeal, including the appellant's written appeal in Sub-clause 3 (g) and the report referred to in Sub-clause 3 (f), and provide a recommendation to the Academic Committee within fourteen (14) days of being appointed. In arriving at its recommendation, the Appeals Committee may choose to seek further information, orally or in writing, from the appellant and from the lecturer or lecturers concerned, but need not do so if it is satisfied with the documented information that it has been given.

- n) If the Academic Committee is satisfied that the Appeals Committee has followed reliable and valid procedures in arriving at its recommendation, it will accept this recommendation as the final decision on the assessment or other matters that were the subject of the appeal, and no further discussions or appeals will be entered into.
- o) The final decision of the Academic Committee should be conveyed to the student as soon as possible and any consequential changes in the Institute's academic records made.
- p) Pending the final resolution of the appeal, the student should be allowed to carry on with his/ her course and other activities in the Institute as if the matter had not been appealed.