

Email: info@scei-he.edu.au Web: www.scei-he.edu.au Phone: +61 3 9602 4110

HEFOR08 Appeal of Academic Assessment Form

PURPOSE

Students who wish to appeal a decision in regard to the assessment and grading of an assessment task/assignment, made by their course teacher and/or the Course Coordinator, may complete this form and deliver it to the Student Support Coordinator, who will lodge it with the Academic Director and Academic Administration for consideration.

PROCEDURE

Submission Requirements

In order to make a submission you must have already made a request for a re-evaluation of the assessment, or for another opportunity to sit the exam or submit the assignment, to your class teacher. See **Stage 1: Informal Resolution between student and academic staff member - HEPP05 Academic Appeals Policy and Procedure**

If you have been granted an opportunity to re-submit the assessable work and are still unhappy with the way in which the assessment was made, or with a Fail grade, you may, under special circumstances, ask for another opportunity by appealing to the Course Coordinator. See: **Stage 2: Appeal to the Course Coordinator - HEPP05 Academic Appeals Policy and Procedure**

If the opportunity is denied by the Course Coordinator, or you are unhappy with the result, then you may appeal the decision by completing this form and stating your reasons for wanting to re-take the assessment. See: **Stage 3:** Formal Written Appeal to the Academic Director - HEPP05 Academic Appeals Policy and Procedure

The following information must be provided with the HEFOR08 Appeal of Academic Assessment Form:

- details of the appeal;
- supporting information that the student wishes to be considered as part of the appeal;
- an explanation of the steps already taken to try to resolve the appeal informally and why the responses received are not considered satisfactory; and
- the steps the student believes need to be taken to address their concerns.
- If possible, a copy of the assessment work in question

Please note: you may request a copy of the **HEPP05 Academic Appeals Policy and Procedure** document for full details of each process and the policy regarding academic appeals.

RECORD KEEPING AND CONFIDENTIALITY

All records relating to academic appeals will be treated as confidential and will be kept separately to the student's file in a secure environment in accordance with SCEI-HE's Records Management and Privacy policies. A copy of the statement of the findings at each stage of the process will be provided to the student.

A register of academic appeals will be maintained on SCEI-HE's Student Management System.

If a student chooses to lodge a formal academic appeal, their enrolment will be maintained during the resolution process.



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Section A – Personal Details

CEI-HE Student Number Date of birth (DD/MM/YYYY):				
Full Name				
Postal Address (for the duration of the appeals proce	ess)			
Suburb	State			
Country	Postcode			
If you need to change this address during the	appeals process, please inform Student Administration.			
Section B – Course Details				
Course Name	Course Code			
Subject Name	Subject Code			
Are you currently enrolled as an International	student? 🗆 Yes 🗆 No			
Section C – Details of appeal				
Identify the assessment in question				
Have you attempted to resolve this issue with	your class teacher? Yes No			
If Yes, please describe the result (if you need	more space, please attach a note to this application)			
Have you attempted to resolve this issue with	a your program's Course Coordinator? Yes No			
If Yes, please describe the result (if you need	more space, please attach a note to this application).			
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If the answer is **No** to both of the above questions, please attempt to resolve the dispute with either your class teacher or the Course Coordinator before completing and submitting this form.

If the answer is **Yes** to both of the above questions, please describe the nature of your appeal below. Questions to consider in your response:

- Do you believe the identified assessment was unfairly graded?
- Do you believe you deserve another chance to sit the exam or submit a rewritten assignment?
- Are you appealing a single assessment result or the assessment for an entire subject?

Nature of your appeal:

Section D – Provide Documentary Evidence

Please provide documentary evidence of your case against the assessment decision you are appealing.

This may include the original assessment work and grade, subsequent assessment attempts, email communications and copies of your previous appeal communications with your course teacher.

Please attach these as printed copies to this form.

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ABN: 79 605 294 997 TEQSA Provider ID: PRV14066 CRICOS Provider Code: 03739K



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Timeframes for resolution

Upon receipt of this form and associated evidence by the Academic Director, either directly, or via Student Welfare Officer, Student Administration or Course Coordinator, all efforts will be made to have the appeal assessed and a decision returned to you within twenty (20) working days.

If the appeal requires the convening of specialist personnel to help the Director make an informed assessment of the case, sometimes this takes some days to identify and schedule the right people to meet and discuss.

Notwithstanding this need, all efforts will be made to resolve the appeal within twenty (20) working days of receipt of this appeal application.

Section E – Student Declaration

I declare that the information provided in this application is accurate and truthful and confirm that:

- I have read and understand the options available to me as outlined under Submission Requirements, on page 1 of this document, and in the SCEI-HE policy document HEPP05 Academic Appeals Policy and Procedure, available on request or at the online address provided here: <u>http://sceihe.edu.au/policies-procedures-forms/</u>
- 2. I have attempted to resolve the issues outlined in this application with either my class teacher or Course Coordinator, or both, before feeling the need to make a formal appeal.
- 3. I have selected, as outlined in **HEPP05 Academic Appeals Policy and Procedure**, a course of appeal identified as *Stage 3 Formal written appeal to the Academic Director* as resolution of my academic complaint was not achieved through discussion with my course teacher(s) or Course Coordinator.

Student Signature _____

_ Date ____



530 Victoria Street, North Melbourne, VIC 3051 155-161 Boundary Road, North Melbourne, VIC 3051 41 Boundary Road, North Melbourne, VIC 3051 14-16 Grote Street, Adelaide, SA, 5000

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Outcome of Appeal

Appeal Upheld

🗆 Yes 🗆 No

Summary / Rationale of the outcome:

Name:				
Signature:	 			
Date:				

Author	Academic Director		
Created	February 2018		
Amended	April 2019; May 2020; February 2022; August 2024		
Approved	TO BE APPROVED BY Academic Board		
Effective date	February 2018		
Version	1.0; 1.1; 1.2; 1.3		
Review date	April 2021; May 2022; February 2024, August 2025		

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