

REGULATION 5.3-ASSESSMENT

Grounds of Appeal

1. An appeal against a final grade in a course may only be based on one, or any, of the following grounds-
 - (a) failure of the course description to be explicit in the indication of:
 - i. the learning tasks students are required to complete in a course;
 - ii. how students will be assessed; and
 - iii. any other requirement of the Academic Board;
 - (b) failure by assessors to observe the assessment procedures set out in the course description;
 - (c) failure to apply fairly and appropriately the criteria specified in the course description.

Discussion

2. A student who believes he or she has grounds to appeal against a final grade in a course has the option to discuss the assessable tasks on which the final grade is based with the academic or teaching staff in charge of the course or in the absence of the relevant academic or teaching staff the Dean may nominate an academic or teaching staff member to be in charge of the course for the purposes of this Regulation.

Appeal

3.
 - (1) A student may appeal against a final grade in a course by forwarding a written notice of appeal to the Dean responsible for the course within ten (10) working days of publication of the final grade.
 - (2) The notice of appeal must state the grounds on which the student relies in seeking the appeal.
 - (3) The academic or teaching staff in charge of the course shall, on request from the Dean or his/her nominee, give written reasons for the final grade.
4.
 - (1) The Dean or his/her nominee may require-
 - (a) the student to submit all assessed material in the course;
 - (b) the whole or part of the assessment of the course to be assessed independently by one or more appropriately qualified assessors.
 - (2) The Dean or his/her nominee shall-
 - (a) make such enquiries relating to the assessment of the grade as he or she thinks fit;

- (b) give the student the opportunity to be heard by written submission and upon a request by the student the opportunity to be heard by oral submission;
 - (c) consider the appeal;
 - (d) report to the student in writing the result of the appeal together with the reasons for the decision; and
 - (e) upon request by the student, meet with the student and provide oral reasons for the decision.
- (3) The Dean or his/her nominee may confirm the original grade or change the grade.
- (4) A student may be accompanied by an observer, who is not a person with legal qualifications, when appearing before the Dean or his/her nominee. However the observer may not speak unless invited to do so by the Dean or his/her nominee.
- (5) The appeal process shall be finalised within thirty (30) working days of receipt of the notice of appeal or such further time as may be reasonably necessary for the Dean or his/her nominee to complete his or her determination.
5. In the event of a student being unable to lodge the notice of appeal within the specified time for any reason acceptable to the Dean or his/her nominee, the Dean or his/her nominee may consider the appeal out-of-time.
6. The Dean's nominee under sections 3, 4 or 5 of this Regulation:
- (a) must be employed by the University at least at Academic Level C or Senior Educator level; and
 - (b) must not be a person who has been responsible for assessment for the course which is the subject of appeal or a person who has discussed the assessable tasks on which the final grade is based with the student under section 2 of this Regulation.
7. Where the Dean has been responsible for assessment in the course which is the subject of appeal, the Vice-Chancellor, or his/her nominee, shall hear the appeal and the provisions of sections 3, 4, 5 and 8 of this Regulation shall apply to the Vice-Chancellor, or his/her nominee.
8. A student may appeal against a decision by a Dean or his/her nominee under section 4 of this Regulation to the Appeals Committee in accordance with Regulation 2.2. An appeal must be in writing specifying the grounds of appeal in accordance with Regulation 2.2, sub-section 3(2).