

## **Procedure Title**

### **Review of Assessment Procedure**

#### **Preamble**

During the course of a trimester, a student should be provided with feedback from relevant teaching staff on their performance in all assessment items. The student should be provided with evidence of their performance in meeting the assessment requirements [criteria] and criteria in accordance with the marking rubric. Teaching staff must be willing to explain and interpret these requirements to a student and provide guidelines to the extent to which they have or have not been achieved.

#### **Purpose**

Grounds for a request for formal review of graded assessments must be based on either a belief that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review of assessment or final grade must be clearly articulated on the application form.

#### **Scope**

This procedure outlines the process of reviewing the assessment of students enrolled in the Foundation and Diploma courses offered at Deakin College.

#### **Policy**

Assessment Policy

#### **Related Documentation**

Assessment Procedure

#### **Procedure**

A review of a mark may lead to no change or to either a less favourable or more favourable outcome for a student.

##### **1. Review of Assessment**

###### **1.1. Formal Review of Assessment During a Trimester**

- Before applying for a formal review of the marks awarded for a piece of assessment, it is expected that a student would have received feedback from the lecturer and attempted to resolve any issues that arose.
- If the student is still dissatisfied with the marks awarded for a piece of assessment they may apply for a Formal Review of Assessment by completing the Review of Assessment and Final Grade Application Form. Applications must be submitted within 5 working days of the publication of the results of the piece of assessment.
- The application should include an explanation as to why the student wishes to appeal the result.
- Formal reviews are conducted by the Unit Coordinator who may use an independent marker with expertise in the discipline to which the assessment item relates. In cases where there is no suitable marker available at Deakin College, the assessment item will be forwarded to an appropriate marker at Deakin University.

###### **1.2. Formal Review of Assessment at the End of a Trimester**

- If a student believes that the final marks granted for a unit have not been added or processed correctly, they may apply for a Formal Review of Assessment of the final result by completing the Review of Assessment and Final Grade Application Form. Applications must be submitted to Deakin College Reception within 5 working days of the publication of the final results. In a formal review of the final result, marks are reviewed and checked by the Unit Coordinator. Individual pieces of assessment are NOT reviewed.

## 2. Notification of Outcome

- 2.1. Deakin College will notify students in writing of the outcome of their request for Review of Assessment. Notification will normally be communicated via the on-line messaging system on the student portal within ten working days from the date of submission of the review application. Where a review of assessment results in a change of the final unit result, a new academic statement will be issued.

## 3. Appeals Against Outcome

- 3.1. Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the Appeals Policy and Procedure.

### Status and Details

<b>Status</b>	Current
<b>Effective date</b>	8/08/2018
<b>Review date</b>	30/04/2020
<b>Approval Authority</b>	Other
<b>Implementation Officer</b>	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
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