

## **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 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**

The student may request the Unit Coordinator or proxy to review their assessment result or provide additional feedback on performance. They may also request in writing to the Unit Coordinator to have their work remarked when they demonstrate the work has not been initially marked in accordance with the marking criteria.

Grounds for any review of assessment of 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, Diploma and other non-award courses offered by 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 teacher 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 provided the student can demonstrate the work has not been marked according to the assessment criteria. 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 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 be sent to the student's Deakin College email address.

## 3. Appeals Against Outcome

- 3.1. Students may appeal the decision to dismiss their application where they can demonstrate an error has been made.

### Status and Details

<b>Identification</b>	Review of Assessment Procedure
<b>Initial Issue Date</b>	8/08/2018
<b>Status</b>	Current
<b>Effective date</b>	1/12/2022
<b>Review date</b>	30/12/2024
<b>Approval Authority</b>	Other
<b>Implementation Officer</b>	Academic Manager(s), Campus Director (Jakarta)
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