



Assessment Appeal Policy

Policy purpose

North Regional TAFE is committed to providing a timely, fair and confidential appeal handling procedure for students. An assessment appeal can be made by a student if they do not agree with the assessment decision.

Definitions

The following definitions apply in this document:

resolution	<i>a solution, accommodation, or settling of a problem</i>
appeal	<i>to apply for review of a case or particular issue</i>
assessment appeal	<i>a student's request to review an assessment decision.</i>

Assessment appeal by a student

- 1 If a student does not agree with an assessment decision, the Lecturer and student should first discuss the issue and agree on a course of action.
- 2 If agreement or a resolution of the issue cannot be reached, the student can lodge an assessment appeal in writing using the Appeal and Reassessment Form TR012FRM within 10 working days of receiving the assessment decision. The student is the only person who can lodge the appeal but may seek assistance to complete the form.
- 3 When an assessment appeal is received the Principal Lecturer will convene an impartial review panel with at least one other assessor from the industry area.
- 4 The panel will meet to moderate and review the assessment process, the assessment evidence and any supporting documentation. This is recorded on the Moderation Record Form TR006FRM.
- 5 The outcome of the appeal will be one of the following:
 - appeal dismissed and the original decision stands
 - appeal upheld and competency changed
 - appeal upheld and student to be re-assessed.
- 6 The Principal Lecturer will advise the student of the outcome and the reasons for the decision, within 15 working days of receiving the appeal
- 7 The appeal and the outcome are recorded in the complaints and appeals register by the Quality Manager.

QMS details

Responsible committee	Executive Management Team
Category	Quality
Policy manager	Academic Quality Manager
Policy number	QM004POL
Date approved	5 May 2017
Date of next review	20 June 2022
Related policies and documents	Appeal and Reassessment Form - TR012FRM Complaints Management Policy – QM001POL (DTWD) https://www.tafeinternational.wa.edu.au Moderation Procedure – TR011PRO