EDITH COWAN COLLEGE AUSTRALIA

Form checked, scanned, MAZE code (ARI1) entered by:
SAS-MEMBER NAME: _____ Date: _____
Request received: By student in person ❑
By email ❑

INFORMAL - APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY)

STUDENT TO FILL OUT "PART A" TO "PART B"

OUTCOME/REPLY : will be emailed within 10 working days from date of application

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	

Current course of study:	❑ Pathway (Certificate IV/TAP/Diploma/PQP) Course: _____
Do you have outstanding fees?	❑ No ❑ Yes (**If yes ,any outstanding fees must be paid)**
Are you under 18 years old?	❑ No ❑ Yes **(If yes, please attach Approval Letter with Parent/Guardian signature)**

PART B – INFORMAL APPEAL (to be handed to the LECTURER by the STUDENT)

UNIT:	CLASS / LECTURER:

SPECIFY REASONS FOR YOUR APPEAL:

❑	Mark for Assessment -attach a copy of your marked assessment and **specify date of assessment**: -if your marked assessment is with the lecturer, specify which assessment:
❑	Assessment procedures do not match what was originally stated in the Unit Outline -attach a copy of your marked assessment and **specify date of assessment**: -if your marked assessment is with the lecturer, specify which assessment:
❑	Weighting of an assessment task is different to what is stated in the Unit Outline -attach a copy of your marked assessment and **specify date of assessment**: -if your marked assessment is with the lecturer, specify which assessment:
❑	Final exam -specify which section:
❑	Incorrect Final Grade for the Unit, due to error in calculation

Step 1: Did you request a meeting with your lecturer? ❑ No (please do so immediately) ❑ Yes (bring this form with you to the meeting)	**Note**: You must request a meeting within 15 working days of release of the assessment results or final unit results.

Step 2:
If your lecturer is not able to meet you, please bring this form to the ECC Welcome Centre with a copy of the email from your lecturer or copy of the email you sent to the lecturer as proof you have tried to contact your lecturer.

DECLARATION BY STUDENT

- ❑ I confirm I have attached a copy of all documentation in my possession (i.e. Marked assessment piece, and download from Portal any: Unit Outline, Assignment instructions, Marking key).
- ❑ I have met with the lecturer to discuss the INFORMAL APPEAL, or attached evidence confirming my attempt to request a meeting.
- ❑ I understand I will receive a formal notification of the outcome of this informal appeal.
- ❑ I understand I have the right to proceed to the FORMAL APPEAL if I have valid reasons to disagree with the OUTCOME OF INFORMAL APPEAL.

Student signature:…….. Date: ……../……../……..

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PART C - OUTCOME OF INFORMAL APPEAL (to be filled out by LECTURER and to be communicated verbally to the student)	
❑	Mark is **UNCHANGED**
❑	Assessment / Exam mark needs to be amended: _____ (e.g. 52/C)
❑	Final grade needs to be amended: _____ (e.g. 52/C)
❑	Appeal **HAS NOT** been resolved with the lecturer, student likely to proceed to FORMAL stage

DECLARATION BY LECTURER (for internal use only – to be filled out AFTER the informal meeting with the student)	
UNIT:	CLASS / LECTURER:

COMMENTS BY LECTURER / UNIT COORDINATOR / COURSE COORDINATOR:	
❑	Mark for Assessment Comments regarding appeal:
❑	Assessment procedures do not match what was originally stated in the Unit Outline Comments regarding appeal:
❑	Weighting of an assessment task is different to what is stated in the Unit Outline Comments regarding appeal:
❑	Final exam Comments regarding appeal:
❑	Incorrect Final Grade for the Unit, due to error in calculation Comments regarding appeal:

Special comments for consideration:

I declare that I have verbally explained to the student how the assessment was marked, where the student could have improved and (if applicable) why any penalties were applied.
I declare I have made the student aware a formal notification will follow the informal meeting and the student will have the right to a formal appeal.
I attach:
- marked assessments
- marking key
- assessment guidelines
- any other documentation required for a further review, should student formally appeal.

This form and all attached documents have been checked carefully and certified by myself, before making my final decision.

Signature:	Date:

PART D – LECTURER to email / hand in this form to Student and Academic Services (studentrecords@edithcowancollege.edu.au)

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INFORMAL APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY) CHECKLIST

1. Who can apply for an INFORMAL Appeal of Assessment/Final Result?	
➢ You can lodge an appeal if you believe that there is an error in your assessment mark or grade. ➢ If you are under 18, book an appointment to see the Student Counsellor before submitting this form, to seek advice.	
➢ You must have valid reason – you cannot appeal just because you want more marks.	
➢ Any appeal must be started within 15 working days of the assessment / final mark being issued.	
2. What do you need to prepare?	
➢ Email or contact your LECTURER to arrange an INFORMAL meeting to discuss your assessment or grade. ➢ If you have emailed your lecturer and not received a response within 10 days, contact the ECC Welcome Centre and attach evidence (email) of your attempt to meet with your lecturer.	
➢ **Collect evidence and supporting documents for your Appeal:** - Unit Outline - Assignment instructions - Marked assessment piece - Marking key (from Portal)	
3. What do you need to do?	
➢ Meet with your LECTURER for an INFORMAL review of the assessment or grade.	
➢ The lecturer will check the marks and discuss where you may have gone wrong.	
➢ At the end of the meeting, the lecturer will advise you verbally of the outcome of the INFORMAL appeal. You will need to sign off on the verbal communication you received.	
➢ At the end of the meeting, the lecturer will finalise the INFORMAL appeal and return the form to ECC *Student and Academic Services* (together with all the attached evidence). You should receive written confirmation of the informal outcome within 10 working days, with instructions on how to proceed to a FORMAL appeal.	
4. Conditions and what happens next?	
➢ Whilst you are waiting for the final decision, you must re-enrol in the unit in the new trimester to avoid late enrolment fees and missing classes.	
➢ If your appeal is successful, your fees can be transferred to another unit or (if this is your last trimester) the fees may be refunded. The ECC *Refund Policy* applies.	
5. How long will it take?	
➢ **Outcome** of your INFORMAL appeal will be emailed to you **within 10 working days.**	

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Further Information is available at:

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.border.gov.au
- ECC Complaints and Appeals Policy - http://www.edithcowancollege.edu.au/policies
- ECC Enrolment Policy - http://www.edithcowancollege.edu.au/policies
- ECC Refunds Policy - http://www.edithcowancollege.edu.au/policies
- ECC Tuition Fees and Charges Policy - http://www.edithcowancollege.edu.au/policies
- Student Visa Factsheet: Changing Courses - https://www.edithcowancollege.edu.au/documents-and-forms
- Student Visa Factsheet: Course Variations - https://www.edithcowancollege.edu.au/documents-and-forms
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - https://www.edithcowancollege.edu.au/documents-and-forms
- Student Visa Factsheet: Transfer Provider - https://www.edithcowancollege.edu.au/documents-and-forms