

FORMAL - APPEAL OF ASSESSMENT (ELICOS)

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

OUTCOME/REPLY : will be emailed as promptly as possible (external reviews can take longer than 10 working days)

Submit your application in person or by email: studentservices@edithcowancollege.edu.au

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> AE1 <input type="checkbox"/> AE2 <input type="checkbox"/> AE3 <input type="checkbox"/> AE4 <input type="checkbox"/> AE5		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes ,any outstanding fees must be paid)		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parent/Guardian signature)		

PART B – FORMAL APPEAL (to be handed in at Edith Cowan College Welcome Centre)

LEVEL/CLASS:	TEACHER(S):
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WRITE THE REASONS FOR YOUR FORMAL APPEAL:

<input type="checkbox"/>	<u>Mark for Assessment</u> Name of assessment:
<input type="checkbox"/>	<u>Assessment does not match the assessment in the Course Outline</u> Name of assessment:
<input type="checkbox"/>	<u>Weighting of an assessment task is different to the weighting in the Course Outline</u> Name of assessment:
<input type="checkbox"/>	<u>Final exam</u> Name of section:
<input type="checkbox"/>	<u>Incorrect Final Grade for the AE level due to error in calculation</u>

DECLARATION BY STUDENT

- I understand the FORMAL APPEAL process is for an independent staff member to review the assessment and recommend a final mark/grade
- I understand the formal review and the recommendation of the independent staff member is final and no other avenues of appeal are open unless ECC fails to arrange a formal review by an independent person.
- I understand if the independent marker reviews my final mark – it may be increased, decreased or remain the same.

Student signature:.....

Date:/...../.....

ECC STAFF ONLY

PART C – NOTIFY ELICOS COORDINATOR FOR NEED OF INDEPENDENT REVIEW (SAS to collate all documentation)

<input type="checkbox"/>	I have emailed this form (in electronic format) + all electronic copies of the appeal and documentation relating to it.	
Name and Signature (SAS member):		Date:

PART D – ORGANISE and CONTACT INDEPENDENT REVIEWER (to be done by ELICOS COURSE COORDINATOR)

<input type="checkbox"/>	Name of independent reviewer: I have emailed this form (in electronic format) + all electronic copies of the appeal and documentation relating to it.	
Name and Signature (ELICOS Coordinator):		Date:

PART E - OUTCOME OF FORMAL APPEAL (to be filled out by INDEPENDENT REVIEWER and returned to ELICOS Coordinator)

<input type="checkbox"/>	Assessment does not match the assessment in the Course Outline	<u>Comments:</u>
<input type="checkbox"/>	Weighting of an assessment task is different to the weighting in the Course Outline	
<input type="checkbox"/>	Mark is UNCHANGED .	
<input type="checkbox"/>	The Assessment / Exam / Unit (please circle) mark NEEDS TO BE AMENDED .	<u>New mark:</u>
<input type="checkbox"/>	Incorrect Final Grade for the AE level, due to error in calculation	<u>New Final Grade:</u>
Please return this form to the ELICOS Coordinator. Name and Signature (Independent Reviewer):		Date:

PART H – REVIEW of FINAL GRADE by ELICOS COORDINATOR

<input type="checkbox"/>	Final grade needs to be amended: _____ (e.g. 52/C)	
<input type="checkbox"/>	Final grade is UNCHANGED .	
Please return this form to Student and Academic Services. Name and Signature (ELICOS Coordinator):		Date:

PART G – SAS to amend student file in system

<input type="checkbox"/>	I have amended MAZE, files in H drive etc etc	
Name and Signature (SAS member):		Date:

FORMAL APPEAL OF ASSESSMENT(ELICOS) CHECKLIST

1. Who can apply for an FORMAL Appeal of Assessment/Final Result?

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| ➤ You can lodge a FORMAL 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 2 working days of receiving the result of an assessment. | |

2. What do you need to do?

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| ➤ Fill out and submit your FORMAL APPEAL within 2 working days of receiving the result of an assessment. | |
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3. How long will it take?

- | | |
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| ➤ Outcome of your FORMAL appeal will be emailed to you as promptly as possible (FORMAL appeals are reviewed by an independent reviewer and can take a few days). | |
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Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.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>