

OFFICE USE ONLY

FORMAL - APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY)

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

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

PART A – PERSONAL DETAILS

Student ID		Family name	
First name		Mobile	
Current course of study:	<input type="checkbox"/> Pathway (Certificate IV/TAP/Diploma/PQP) Course: _____		

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

UNIT:	LECTURER:
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Note:
The deadline for a formal appeal is 15 working days from the release of the results. Appeals after this time will not be accepted.

Before submitting this appeal, please make sure you have checked the following:

Step 1:

I have contacted my lecturer to appeal my result

Step 2:

I have attached my lecturer's response, *OR*

I have not had a response from my lecturer and 5 working days have passed, AND I have attached my email sent to the lecturer

Step 3:

It is **no more than 15 working days** since the release of my results

WHAT ARE YOU APPEALING? (Assessment or Unit Grade? If you are appealing an assessment, write the assessment name *e.g. Assessment 2 Short Answer*).

WHY ARE YOU APPEALING? (Write your reasons for appealing in the space below).

DECLARATION BY STUDENT

- I have met with the lecturer to discuss an INFORMAL APPEAL and I disagree with the outcome.
- 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 avenue of appeal are open unless ECC fails to arrange a formal review by an independent person.
- I understand if the independent reviewer reviews my final mark – it may be increased, decreased or remain the same.

Student signature:.....

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

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

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

PART D – APC to ORGANISE and CONTACT INDEPENDENT REVIEWER

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

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

<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Final grade

Comments regarding appeal:

<input type="checkbox"/>	Mark is UNCHANGED
<input type="checkbox"/>	Assessment / Exam / Unit mark needs to be amended: _____ (e.g. 52/C)

Name and Signature (Independent Reviewer):	Date:
<i>Please return this form to the APC (or nominee)</i>	

PART F – APC to notify SAS of outcome of INDEPENDENT REVIEW

<input type="checkbox"/>	I have provided this form and documentation relating to it, to SAS.
<input type="checkbox"/>	The FINAL MARK for the unit remains UNCHANGED .
<input type="checkbox"/>	The FINAL MARK for the unit needs to be amended: _____ (e.g. 52/C)

Name and Signature (APC):	Date:
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FORMAL APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY) CHECKLIST

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

- Formal appeals must be submitted within 5 working days of the notification informing you of the outcome of your INFORMAL appeal, or 5 working days have passed since you contacted your lecturer and you have not received a reply.
- 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 a valid reason – you cannot appeal just because you want more marks.

2. What do you need to prepare?

- Print a copy of the email formally notifying you of the outcome of your INFORMAL APPEAL, or where you have not received an outcome, attached the email you sent your lecturer requesting an informal appeal.

3. What do you need to do?

- Fill out and submit your FORMAL APPEAL within 5 working days from receiving the outcome of your INFORMAL 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 FORMAL appeal will be emailed to you **as promptly as possible (FORMAL appeals are reviewed by an independent reviewer and can take longer).**

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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>