

FORMAL - APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY)

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)

PART A – PERSONAL DETAILS

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

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|---|---|
| UNIT: | CLASS / LECTURER: |
| Step 1: Did you complete an INFORMAL APPEAL? <input type="checkbox"/> No (please do so immediately) <input type="checkbox"/> Yes (proceed with "Step 2") | Note: You must request a meeting within 15 working days of release of the assessment results or final unit results. |
| Step 2: Did you receive an email formally notifying you of the outcome of your INFORMAL APPEAL? <input type="checkbox"/> No (without a formal notification of your INFORMAL appeal, you can not proceed with a FORMAL APPEAL, please be patient) <input type="checkbox"/> Yes (please attach a printed copy with this form) | |

SPECIFY REASONS FOR YOUR FORMAL APPEAL:

| | |
|--------------------------|--|
| <input type="checkbox"/> | <u>Mark for Assessment</u> - specify which assessment: |
| <input type="checkbox"/> | <u>Assessment procedures do not match what was originally stated in the Unit Outline</u> - specify which assessment: |
| <input type="checkbox"/> | <u>Weighting of an assessment task is different to what is stated in the Unit Outline</u> - specify which assessment: |
| <input type="checkbox"/> | <u>Final exam</u> -specify which section: |
| <input type="checkbox"/> | <u>Incorrect Final Grade for the Unit, due to error in calculation</u> |

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:/...../.....

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

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|----------------------------------|--|
| <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 – ORGANISE and CONTACT INDEPENDENT REVIEWER (to be done by UNIT / COURSE COORDINATOR)

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|---|---|
| <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 Unit / Course Coordinator)

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|--------------------------|--|
| <input type="checkbox"/> | Mark for Assessment |
| <input type="checkbox"/> | Assessment procedures do not match what was originally stated in the Unit Outline |
| <input type="checkbox"/> | Weighting of an assessment task is different to what is stated in the Unit Outline |
| <input type="checkbox"/> | Final exam |
| <input type="checkbox"/> | Incorrect Final Grade for the Unit, due to error in calculation |

Comments regarding appeal:

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|---|--|
| <input type="checkbox"/> | Mark is UNCHANGED |
| <input type="checkbox"/> | Assessment / Exam / Unit mark needs to be amended: _____ (e.g. 52/C) |
| Please return this form to the Unit / Course Coordinator. Name and Signature (Independent Reviewer): | Date: |

PART F – UNIT / COURSE COORDINATOR to notify SAS of outcome of INDEPENDENT REVIEW

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| <input type="checkbox"/> | I have provided this form and documentation relating to it, to SAS. |
| Name and Signature (Unit / Course Coordinator): | Date: |

PART G – SAS to request review of FINAL GRADE by LECTURER

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|----------------------------------|--|
| <input type="checkbox"/> | I have provided this form and documentation relating to it, to the LECTURER. |
| Name and Signature (SAS member): | Date: |

PART H – REVIEW of FINAL GRADE by LECTURER

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

FORMAL APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY) CHECKLIST

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

- You can only lodge a FORMAL appeal if you have submitted an INFORMAL appeal and received an outcome from your INFORMAL APPEAL.
- 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 10 working days of the formal notification informing you of the outcome of your INFORMAL appeal.

2. What do you need to prepare?

- Print a copy of the email formally notifying you of the outcome of your INFORMAL APPEAL

3. What do you need to do?

- Fill out and submit your FORMAL APPEAL within 10 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).**

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>