

## 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:	<input type="checkbox"/> Pathway (Certificate IV/TAP/Diploma/PQP) Course: _____		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes <b>(If yes ,any outstanding fees must be paid)</b>		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes <b>(If yes, please attach Approval Letter with Parent/Guardian signature)</b>		

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

UNIT:	CLASS / LECTURER:
-------	-------------------

#### SPECIFY REASONS FOR YOUR APPEAL:

<input type="checkbox"/>	<u>Mark for Assessment</u> -attach a copy of your marked assessment -if your marked assessment is with the lecturer, specify which assessment:
<input type="checkbox"/>	<u>Assessment procedures do not match what was originally stated in the Unit Outline</u> -attach a copy of your marked assessment -if your marked assessment is with the lecturer, specify which assessment:
<input type="checkbox"/>	<u>Weighting of an assessment task is different to what is stated in the Unit Outline</u> -attach a copy of your marked assessment -if your marked assessment is with the lecturer, 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>

<b>Step 1:</b> Did you request a meeting with your lecturer? <input type="checkbox"/> No (please do so immediately) <input type="checkbox"/> Yes (bring this form with you to the meeting)	<b>Note:</b> You must request a meeting within 15 working days of release of the assessment results or final unit results.
---	---

**Step 2:**  
If you have tried to email your lecturer, but have not received a response, bring a printed copy of your email to the 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: ...../...../.....

PART C - OUTCOME OF <u>INFORMAL</u> APPEAL (to be filled out by LECTURER and to be communicated verbally to the student)	
<input type="checkbox"/>	Mark is <b>UNCHANGED</b>
<input type="checkbox"/>	Assessment / Exam mark needs to be amended: _____ (e.g. 52/C)
<input type="checkbox"/>	Final grade needs to be amended: _____ (e.g. 52/C)
<input type="checkbox"/>	Appeal <b>HAS NOT</b> 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:	
<input type="checkbox"/>	<u>Mark for Assessment</u> Comments regarding appeal:
<input type="checkbox"/>	<u>Assessment procedures do not match what was originally stated in the Unit Outline</u> Comments regarding appeal:
<input type="checkbox"/>	<u>Weighting of an assessment task is different to what is stated in the Unit Outline</u> Comments regarding appeal:
<input type="checkbox"/>	<u>Final exam</u> Comments regarding appeal:
<input type="checkbox"/>	<u>Incorrect Final Grade for the Unit, due to error in calculation</u> Comments regarding appeal:
Special comments for consideration:	
<p>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.</p> <p>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.</p> <p>I attach:</p> <ul style="list-style-type: none"> <li>- marked assessments</li> <li>- marking key</li> <li>- assessment guidelines</li> <li>- any other documentation required for a further review, should student formally appeal.</li> </ul> <p>This form and all attached documents have been checked carefully and certified by myself, before making my final decision.</p>	
Signature: _____	Date: _____
PART D – LECTURER to email / hand in this form to Student and Academic Services (studentrecords@edithcowancollege.edu.au)	

## 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**.

## **Further Information is available at:**

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.border.gov.au](http://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>