

## **ASSESSMENT REVIEW POLICY**

### **ENGLISH AND PROFESSIONAL COMMUNITY PROGRAMS**

#### **SECTION 1 – PURPOSE AND SCOPE**

- (1) This policy applies to all courses offered by UWSCollege English, Professional and Community Programs. It does not apply to courses in UWSCollege Academic Programs.
- (2) The College recognises the right of students to seek a review of, and to appeal against, assessment outcomes. This can include individual assessment items or a full review of the overall result.
- (3) Any assessment review will be treated seriously, sensitively, and impartially.

#### **SECTION 2 – DEFINITIONS**

- (4) In this policy:
  - a. **Assessment Task:** refers to all assessment tasks that students need to hand in and pass to satisfy course requirements.
  - b. **Assessment review:** An assessment review is an appeal by a student against the result issued for an assessment task.
  - c. **Coordinator:** the Coordinator of the course which is the subject of the review of result application.
  - d. **Result:** Outcome of formal evaluation of an assessment task.
  - e. **Course Outline:** refers to documentation including information such as schedule of assessments, Study Guidelines, Student Handbook.

#### **SECTION 3 – POLICY STATEMENT**

- (5) There may be instances where a student believes that their assessment task result in a course does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the assessor/teacher responsible for the assessment task. Where the informal approach is not appropriate, or the student wishes to take the matter further, this policy provides a process for a more formal application for a review of assessment.

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- (6) The review will be of the assessment task submitted by the student.
- (7) A student may apply for an assessment review of results provided the student has completed all the essential assessment requirements set down in the course outline.
- (8) An assessment task cannot be reviewed where the result is the outcome of a determination under academic misconduct e.g. plagiarism.
- (9) The formal review of results will be undertaken by the Coordinator of the course.

### Grounds for Review

- (10) A student may apply for a review of a result if they have reason to believe that:
- the teacher did not provide a course outline as required;
  - the assessment requirements as specified in the assessment criteria were varied in an unreasonable way;
  - assessment requirements or criteria specified in the course outline guide were unreasonably or prejudicially applied to the candidate;
  - a student is of the view that a clerical error has occurred in the computation of the result;
  - due regard has not been paid to the evidence of illness or misadventure.

## SECTION 4 – PROCEDURES

### Applying for a review

- (11) Students seeking review of individual items of assessment should, in the first instance, approach the assessor/teacher of that assessment item. Where, after such discussion, the student believes an error persists or the result is not a fair reflection of the student's work, the student may apply for review.
- (12) An application for review of results must be lodged, using the appropriate form, together with the original marked assessment task to the Coordinator of the course. The application for review must be done within 10 days of the assessment task results being released.
- (13) The grounds for the application for review of results must be clearly stated on the application form. It is not sufficient merely to state that there has been an error or an injustice.

Assistance is available on request for students whose English proficiency limits their ability to state their reasons for applying for an assessment review.

### Consideration of Review Applications

- (14) An application for a review will be rejected when one or more of the following apply:
- the assessment task has been the subject of a determination of academic misconduct;

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- b. no grounds, as listed in point 10<sup>3</sup> above, are stated in the application for review of results.
- (15) The Coordinator will consider the student's appeal and work submitted and provide a written response to the Head of Program, English / Manager, Continuing Professional Education as to the outcome of the appeal.

### **Outcomes of Review Applications**

- (16) The Head of Program, English / Manager, Continuing Professional Education will consider the student's application and the response from the Coordinator and sign off on the outcome.
- (17) Where a student's assessment task review outcome is a change of result, the English Program Administration/Unit Administration Coordinator will be notified of the changed result and the student will be notified of the outcome via their contact details submitted on the appeal form normally within 10 working days.
- (18) Where an application for a review of result is rejected, or there is no change in result, the student will be advised, via their contact details submitted on the appeal form normally within 10 working days.
- (19) The student's record will be updated to record the outcome and any subsequent actions. A copy of all related documentation, including a statement of findings demonstrating the reasons behind the decisions made at each stage of the appeal(s), will be retained on the student's record.

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