

Assessment

Appeals

If you are unhappy with a university decision, the University's Student Charter provides you with the right to have your grievance heard fairly, and within a reasonable time.

The Assessment Appeals policy is located in the Assessment and Student Progression Manual at www.policies.curtin.edu.au/policies/. Follow the link and click 'Student' to view the PDF version available. The policy outlines the process you must follow if you want to appeal against any formal assessment.

Informal Appeals

As a standard rule of thumb, it's always best to try to resolve the matter informally. This will save a lot of time, stress and worry. You can do this by informally speaking to the person who gave you the original grade, usually a tutor or lecturer, and asking them for the rationale behind the grade awarded and any options you may now have. It also gives you a chance to explain / defend your work and ask for an informal reconsideration of your grade. If this is unsuccessful you can progress to a formal appeal.

Formal Appeals

If you are unsuccessful with the informal approach, and you wish to continue to appeal the decision, your next step is to put your appeal in writing. This is a more formal method of appealing and your letter should explain the assignment grade you are unhappy with and why you are unhappy with it.

You will need to include clear, strong grounds for your appeal to be considered.

The letter should be set out formally with your name, student number and contact details as well other information which may be relevant to your appeal (e.g. course / unit details). A sample appeal letter is provided on the back of this sheet to assist you with writing a formal appeal letter.

Formal written appeals must be lodged within 10 working days.

You will need to download and complete an Assessment Appeal cover sheet, which can be found at www.students.curtin.edu.au/administration/documents/. You must attach this to your appeal letter.

Grounds for Appeal

In order to appeal an assessment you must be able to demonstrate that the work has not been assessed in a fair and equitable manner. Perhaps you think you have been marked unfairly, based on the marking criteria and the quality of the work submitted, or perhaps you feel you have not been graded against the previously agreed marking criteria. If you feel that personal circumstances

have adversely affected your ability to perform well in the assessment task (e.g. an illness or medical condition), this must not be dealt with as an assessment appeal. In these circumstances, the appropriate approach is to apply to your Head of School with any supporting documentation to re-submit work or sit some form of additional or supplementary assessment.

Where to send your appeal

You should address your formal appeal letter to your Head of School. If the Head of School is the Unit Coordinator responsible for the original assessment, then you should direct your formal appeal letter to the Pro Vice-Chancellor for your Faculty. If, after formally appealing to the Head of School they do not provide reasonable grounds for the rejection of the appeal, you have the right to appeal to the Pro Vice-Chancellor.

If you still need help, get in contact with Student Assist.

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EXAMPLE ONLY – DO NOT COPY

Take great care in the preparation of your letter – it is important!

Name (underline family name)

Address

Phone Number

Date

Name of person you are sending the letter to

Title (e.g. Head of School)

School

Curtin University

Kent Street

Bentley WA 6102

Dear

Re: Assessment, Second Assignment, Research Methods

I wish to formally appeal against the mark I received at the end of this semester for the piece of work referred to above. I am therefore seeking reassessment of the work.

The grounds of my appeal are (state your grounds for appeal succinctly, if you are unsure of whether or not you have good grounds for appeal, contact Student Assist)

I look forward to hearing from you soon. I can be contacted at the above address and telephone.

Yours sincerely

Your Name

Student Number

IMPORTANT: Review your letter carefully and make sure that you are not making “slanderous or unfounded accusations”. Try to keep an objective and logical approach throughout the letter and in any meetings you may have!