

Assessment Appeal Form

Read the important information on page 2 before completing this form.

1 – PERSONAL DETAILS

ACAP student ID number:	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: (Please specify)
Given name:	
Family name:	

2 – CONTACT DETAILS

Home telephone:
Mobile telephone:
Email:

3 – ASSESSMENT APPEAL DETAILS

Course name: (e.g. Bachelor of Counselling / Bachelor of Psychological Science):	
Trimester:	Year:
Unit/Subject:	
Assessment No:	
Study Mode (e.g. On Campus):	
Academic Teacher:	
Mark Received:	
Grounds for appeal and statement in support of these grounds (see page 2 for details of what are considered valid grounds for appeal):	

4 – DECLARATION AND SIGNATURE (NB: Your appeal will not be considered unless you have ticked all the points below)

- I have read and understood the Important Information section on page 2 of this form and request my assessment to be remarked as indicated.
- In lodging this assessment appeal, I confirm that I have followed the Assessment Appeals process, as outlined in the Student Handbook.
- I confirm that I have approached my unit Academic Teacher directly in an attempt to resolve this issue.
- I verify that this assessment appeal is being lodged within 10 working days of notification of the assessment decision.
- I acknowledge that should I be appealing a grading of Resubmit, if the appeal is not upheld, then re-submission takes place in accordance with your School resubmission rule.
- I understand that the regraded mark resulting from this appeal will be reflected on my student record as my result for this assessment.
- I confirm that I have provided the original marked assessment and an identical clean copy in order to have it re-marked by a third party assessor (including practice session videos where applicable).
- I declare that the information I have given on this application is correct. I hereby apply for the above assessment appeal to be processed.

Student Signature

X	SIGN HERE
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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Date Received

Office Use Only	Office Use Only
Office Use Only	Office Use Only

IMPORTANT INFORMATION FOR STUDENTS APPEALING AN ASSESSMENT OUTCOME

LODGING AN APPEAL

Each student has the right to appeal against an assessment decision. The student is the only person who can lodge an appeal. In the case of an assessment appeal, the student **must approach** the unit Academic Teacher directly and every attempt should be made to resolve the issue at this level.

VALID GROUNDS FOR AN APPEAL

- Grade not based on assessment marking criteria, as specified in the ACAP assessment outline.
- Unfair grade based on stated criteria and quality of work.
- Obvious bias affecting the assessment result (NB: This must be supported by specific instances).
- Other grounds accepted for appeal by the staff member coordinating the review.

No other grounds will be accepted as valid, such as:

- The objectives of the unit
- The standard required to receive particular grades in the unit
- Study overload
- Personal and medical problems (which should normally be dealt with by an extension requests, deferral of studies or contacting AccessAbility)
- Financial implications of not passing the unit
- Grades received by the student in other units
- The amount of work the student has done
- A penalty imposed for plagiarism in accordance with ACAP's policies
- General grievances
- The need for additional marks to enable a pass or higher grade

TIME-FRAME FOR LODGING AN APPEAL

Appeals must be lodged by students **within 10 working days** of notification of the assessment mark. All appeals must be submitted in writing (i.e. completion of the Assessment Appeals Form).

APPEALING A RESUBMIT

In the case of a student appealing a grading of Resubmit, if the appeal is not upheld, then resubmission takes place within 2 weeks of the appeal decision.

APPEAL OUTCOME

When an assessment is graded by another Academic Teacher, **the regraded mark stands**. This mark will be recorded as the mark received for the appealed assessment. If a student is dissatisfied with the appeal decision, they may follow the [Academic Grievances, Complaints and Appeals Policy and Procedure](#), as outlined in the Student Handbook.

This form may be lodged at any ACAP Campus by post, fax or email:

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