

Academic Appeals Procedure

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1. Associated Policy

These Academic Appeals Procedures have been developed in conjunction with the Academic Appeals Policy.

2. Scope

Where this

Step	Action	Responsibility
	<p>Prior to reporting a final result, allow the student to submit or resubmit documentation, or a section of an assessment task, where the educator believes the student has valid grounds for misinterpreting what was required.</p>	
3	<p>Discuss the matter with the student and appraise the situation, attempting to negotiate a satisfactory outcome.</p> <p>Advise the student, within five working days, whether the informal appeal is upheld.</p> <p>Document notes of discussion, and add to student file in TRIM or note in department minutes.</p> <p>Where the matter is not resolved, escalate the appeal to the Head of Department.</p>	Educator
3	<p>If the appeal outcome is in the student's favour (the student's appeal is upheld), ensure the decision is reflected in any records kept by the teaching team and the Awards and Programs area.</p> <p>Note: This may be:</p> <ul style="list-style-type: none"> adjustment to a current assessment outcome adjustment to a final result providing the student with an opportunity for reassessment of an assessment task/s. 	Educator

Step	Action	Responsibility
	<i>The advocate/support person will not be a CIT staff member and will not be a person attending in a legal capacity, regardless of the person's age.</i>	
7	Panel meets and makes decision within 10 working days of receipt of submission of	

3.4 Independent External Referral

Step	Action	
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Appellant	Appellant a person who is appealing a decision made under this the Academic Appeals Policy or this procedure.
Assessment outcome	Means <i>satisfactory</i> or <i>not yet satisfactory</i> assessment judgement for a single assessment task.
Assessment result	Means an assessment outcome or final unit result
Final unit result	Means the result entered into the student management system for a unit of competency or subject.
Formal Appeal	<p>May be an appeal relating to assessment outcomes for individual assessment tasks.</p> <p>Means all appeals relating to final unit results.</p> <p>A formal appeal is made using the Academic Appeals Application Form. Where unresolved the appeal may escalate to the CIT complaints process.</p>
Informal Appeal	Means an appeal relating to assessment outcomes for individual assessment tasks.