

**INSTRUCTIONS:**

- This form should be used by students in the International University Foundation Program only
- Applications are to be forwarded to the Deputy Principal (or nominee)
- A separate form should be completed for each unit
- An informal appeal must always precede a formal appeal

**ACADEMIC APPEALS PROCESS:**

Any student who has reason to question their in-trimester or final examination/assessment mark, may seek clarification and, where appropriate, seek a remedy as follows:

**In-trimester assessments**

Appeals must be lodged within 7 calendar days of the issue of the mark. The student must meet with the Lecturer to discuss questions concerning the mark and the reasons and procedures used to determine that mark (**Complete PART A of form - informal appeal**). The aim is to reach mutual understanding about the grade, the process by which it was assigned and to correct errors (if any) in the mark.

If there is no resolution, the student should make an appointment with the Programme Head to apply for a **formal appeal**.

**Final examinations**

- 1 Appeals must be lodged within 7 working days of the issue of the final results. The student must meet with the Lecturer to discuss questions concerning the final mark and the reasons/procedures used to determine that mark. The aim is to reach mutual understanding about the grade, the process by which it was assigned and to correct errors (if any) in the mark. (**Complete PART A of form – informal appeal**).
- 2 If this does not resolve the problem, the student may request a formal review. The application for a formal review must be submitted to the Programme Head (or nominee) within 5 working days of the complaint issue being discussed.
- 3 If the application meets the guidelines to apply for a formal review (detailed in this document), the Programme Head will arrange for another suitably qualified ACBT lecturer to mark the examination paper (**Complete PART B of form – formal appeal**).
- 4 After the checking and/or remarking process has been completed, the alternative ACBT lecturer will confirm the final mark to the Associate Dean. It should be noted that a student's final mark can **remain the same or be adjusted upwards or downwards**.
- 5 This mark is now final and no other avenues for appeal are open to the student. The Programme Head will then provide the student with notification of the result of the appeal in writing.

Students are invited to seek the advice of the Student Counsellor for more information regarding the appeal process or for assistance in completing this form.

**IMPORTANT NOTE:**

***If this is your final unit(s) required for graduation, delays caused by this Appeal may cause delays in transfer to your next institution and/or delays in visa processing for students intending to transfer offshore.***

***ACBT takes no responsibility if your ongoing Institution refuses to enroll you because you failed to notify them of pending results.***

(Complete this Application Form **before** seeking an appeal against a final result)

FAMILY NAME: _____	OTHER NAMES: _____
STUDENT ID _____	EMAIL ADDRESS: _____
SEM: _____	
UNIT CODE _____	UNIT TITLE: _____
RESULT: _____	

(EG: SEM 01,2014)

(EG: BUS107)  
(EG: N/42)

(EG: Introduction to Computing)

**PART A: PROCEDURE FOR SUBMISSION OF AN INFORMAL APPEAL**

Make an appointment to see the Lecturer/Programme Head/Coordinator (or nominee) within 7 working days of the issue of the in-trimester or final mark, as is appropriate, to discuss and check your mark.

The reasons for an appeal are limited, but may include:

1. The weighting of an assessment task has been changed or the assessment procedures do not match what was originally stated in the unit outline
2. There is reason to believe that the marks have been added up or entered into the computer incorrectly.
3. Other (please explain) \_\_\_\_\_
4. Note: **Appeals will only be conducted ACBT determines there are genuine and legitimate reasons.**

**OUTCOME OF INFORMAL APPEAL**

Your dispute concerning this assessment has/ has not (delete as appropriate) been resolved with the Lecturer and the amended final result has been entered in the space below. The Lecturer, Deputy Principal and the student all attest to this by signing below.

FINAL RESULT: \_\_\_\_\_  
(EG: C/52 or no change)

REASONS FOR AMENDING/NOT AMENDING FINAL RESULT:  
\_\_\_\_\_  
\_\_\_\_\_

LECTURER'S NAME AND SIGNATURE		DATE	
PROGRAMME HEAD'S NAME & SIGNATURE		DATE	
STUDENT'S NAME & SIGNATURE		DATE	

**PART B: PROCEDURE FOR SUBMISSION OF A FORMAL APPEAL**

If after consultation with the Lecturer, you are unable to resolve your dispute by informal processes, you may request a formal review, **subject to you meeting the appeal guidelines above.**

Submit this request to the Programme Head/ Programme Coordinator as soon as possible, but not later than a further 5 working days. The Programme Head/ Programme Coordinator will arrange for a suitably qualified alternative lecturer or nominee to review the assessment and make a recommendation. This recommendation will be final and no other avenues of appeal are open. **Your final mark may remain the same or be adjusted upwards or downwards as appropriate.**

**OUTCOME OF FORMAL APPEAL**

FINAL RESULT: \_\_\_\_\_  
(EG: C/52 or no change)

REASON FOR AMENDING/ NOT AMENDING RESULT:

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REVIEWER'S NAME AND SIGNATURE		DATE	
PROGRAMME HEAD'S NAME & SIGNATURE		DATE	
STUDENT'S NAME & SIGNATURE		DATE	

**OFFICE USE ONLY:**

Final % and Grade: \_\_\_\_\_ Approved By: \_\_\_\_\_

Database Adjusted By: \_\_\_\_\_ Date: \_\_\_\_\_