



Form checked, scanned, MAZE code (APPEAL FINAL RESULT) entered by:

Students Records Division Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request received: By student in person  By email **APPEAL OF ASSESSMENT/FINAL RESULT of Diploma/ Ad. Diploma Programmes****STUDENT TO FILL OUT "PART A" TO "PART D"****OUTCOME/REPLY : will be emailed within 10 working days from date of application****PART A – PERSONAL DETAILS**

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> Pathway (Diploma/Advanced Diploma) Course: _____		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes ,any outstanding fees must be paid)		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parent/Guardian signature)		

**PART B – INFORMAL APPEAL (between STUDENT and LECTURER)**

Step 1: Request a meeting with your LECTURER (within 15 working days of the results being issued) to discuss the assessment mark/grade

Step 2: If you have tried to contact the lecturer but not received a response, attach proof (email)

ON WHAT GROUNDS (REASON) DO YOU WISH TO APPEAL YOUR MARK/GRADE?

Unit Code:

<input type="checkbox"/>	Marks do not seem to add up or may have been entered into the computer incorrectly <input type="checkbox"/> Assessment Mark <input type="checkbox"/> Final Grade for the Unit	Mark Received:
<input type="checkbox"/>	Assessment procedures do not match what was originally stated in the Unit Outline	
<input type="checkbox"/>	Weighting of an assessment task is different to what is stated in the Unit Outline	
<input type="checkbox"/>	Other valid reason (please explain):	

**OUTCOME OF INFORMAL APPEAL (to be filled out by LECTURER in the case of an Assessment)****DECLARATION BY LECTURER****The dispute concerning this assessment:**

<input type="checkbox"/>	<b>HAS BEEN RESOLVED</b> with the lecturer and <input type="checkbox"/> Mark is UNCHANGED <input type="checkbox"/> Mark has been amended _____ (e.g. 52/C)
<input type="checkbox"/>	<b>HAS NOT</b> been resolved with the lecturer

I declare that I have explained to the student how the assessment was marked, where the student could have improved and (if applicable) why any penalties were applied. This form and attached documents have been checked carefully and certified by myself before making my final decision.

**Special comments for consideration:**

ACBT lecturer signature:

Date:



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DECLARATION BY STUDENT	
I confirm I have met with the lecturer to discuss the INFORMAL APPEAL. I understand I have the right to proceed to the FORMAL APPEAL if I have valid reasons to disagree with the OUTCOME OF <u>INFORMAL</u> APPEAL (Part B).	
Student signature:.....	Date: ...../...../.....

PART C – FORMAL APPEAL (Review by independent third party)	
If after consultation with the LECTURER you are unable to resolve your dispute informally, you may request a FORMAL review of the assessment. This must be done within 10 working days of your meeting/email discussions with the LECTURER.	
<input type="checkbox"/> I understand the FORMAL APPEAL process is for an independent staff member to review the assessment and recommend a final mark/grade	
<input type="checkbox"/> I understand the formal review and the recommendation of the independent staff member is final and no other avenue of appeal are open unless ACBT fails to arrange a formal review by an independent person.	
<input type="checkbox"/> I understand if the independent reviewer reviews my final mark – it may be increased, decreased or remain the same..	

DECLARATION BY STUDENT	
I confirm I wish to proceed with a FORMAL APPEAL.	
Student signature:.....	Date: ...../...../.....

OUTCOME OF <u>FORMAL</u> APPEAL (to be filled out by INDEPENDENT STAFF MEMBER)	
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DECLARATION BY INDEPENDENT STAFF MEMBER	
Following a review of the assessment, my recommendation is:	
<input type="checkbox"/>	Mark is UNCHANGED
<input type="checkbox"/>	Mark to be amended _____ (e.g. 52/C)

I declare that I have checked the attached documents to fully consider the learning outcomes and how the assessment was marked against the marking key before making my final decision.

Reasons for amending/not amending final result:

Name of reviewer:	
Signature of reviewer:	Date:

OFFICE USE ONLY			
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ACBT REPRESENTATIVE DECLARATION			
<input type="checkbox"/> Mark revised in MAZE			
<input type="checkbox"/> Student and lecturer informed via email			
Position	Name	Signed	Date
Examinations Manager Students Records Division			

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## APPEAL OF ASSESSMENT/FINAL RESULT (PATHWAY) - CHECKLIST

### 1. Who can apply for an Appeal of Final Result (PATHWAY)?

- You can lodge an appeal if you believe that there is an error in your assessment mark or grade.
- If you are under 18, book an appointment to see the Student Counsellor before submitting this form, to seek advice.
- You must have valid reason – you cannot appeal just because you want more marks.
- Any appeal must be started within 15 working days of the assessment mark being issued.

### 2. What do you need to prepare?

- Email or contact your LECTURER to arrange an INFORMAL meeting to discuss your assessment or grade
- If you have emailed your lecturer and not received a response within 10 days, contact the ACBT Examinations Manager and attach evidence (email) of your attempt to meet with your lecturer
- **Collect evidence and supporting documents for your Appeal:**
  - Unit Outline
  - Assignment instructions
  - Marked assessment piece
  - Marking key (from Portal)

### 3. What do you need to do?

- Meet with your LECTURER for an INFORMAL review of the assessment or grade. The lecturer will check the marks and discuss where you may have gone wrong.
- If lecturer agrees that the mark/grade should be changed, he/she will sign PART B of the form and return it to ACBT Examinations Manager. You should receive confirmation of the change to your mark/grade within a week.
- If lecturer disagrees on the mark/grade being changed, he/she will sign PART B of the form and YOU may return it (together with all the attached evidence) to ACBT Examinations Manager. The assessment will be passed on to an independent staff member for a FORMAL review.

### 4. Conditions and what happens next?

- The independent reviewer will check the documents you have provided to ensure that the assessment mark/grade conforms with the instructions given to students and that the lecturer marked the assessment correctly.
- The independent reviewer may **increase** or **decrease** the mark/grade, or leave it the **same**. **The decision of the independent third party is final**
- Whilst you are waiting for the final decision, you must re-enrol in the unit in the new trimester to avoid late enrolment fees and missing classes. If your appeal is successful, your fees can be transferred to another unit or (if this is your last trimester) the fees may be refunded.
- **No further appeal is possible for an academic decision** unless you can show that ACBT failed to arrange for an independent staff member to review the original mark/grade.

### 5. How long will it take?

- **Outcome** of your FORMAL APPEAL will be emailed to you **within 10 working days**.



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➤ <b>If approved, you will be informed by email.</b>	
➤ <b>If unsuccessful, you will be informed of the outcome by email explaining the reason for the rejection.</b> ➤ <b>For academic appeals, there are no other avenues of appeal after FORMAL APPEAL unless:</b> - <b>You did not have an opportunity to present your case to the lecturer; or</b> - <b>There was no formal review by an independent staff member</b> - <b>the decision was made contrary to the evidence provided</b>	

## **Further Information is available at:**

- ACBT Complaints and Appeals Policy - <https://www.acbt.net/policies>