

Review of Assessment Policy

1. Overview

During the course of a trimester, a student should be provided with feedback from relevant teaching staff on their performance in all assessment items. The student should be provided with evidence of their performance in meeting the assessment requirements [criteria] and teaching staff must be willing to explain and interpret these requirements to a student and provide guidelines to the extent to which they have or have not been achieved.

Grounds for a request for formal review must be based on either a belief that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review must be clearly articulated on the application form.

A review of a mark may lead to no change or to either a less favourable or more favourable outcome for a student.

2. Review of Assessment

Formal Review of Assessment During a Trimester

Before applying for a formal review of the marks awarded for a piece of assessment, it is expected that a student would have received feedback from the lecturer and attempted to resolve any issues that arose.

If the student is still dissatisfied with the marks awarded for a piece of assessment they may apply for a Formal Review of Assessment by completing the *Review of Assessment Application Form*. Applications must be submitted within 5 working days of the publication of the results of the piece of assessment.

The application should include an explanation as to why the student wishes to appeal the result.

Formal reviews are conducted by the Unit Coordinator who may use an independent marker with expertise in the discipline to which the assessment item relates. In cases where there is no suitable marker available at Deakin College, the assessment item will be forwarded to an appropriate marker at Deakin University.

Formal Review of Assessment at the End of a Trimester

If a student believes that the final marks granted for a unit have not been added or processed correctly, they may apply for a Formal Review of Assessment of the final result by completing the *Review of Assessment Application Form*. Applications must be submitted to Deakin College Reception within 5 working days of the publication of the final results. In a formal review of the final result, marks are reviewed and checked. Individual pieces of assessment are NOT reviewed.

3. Notification of Outcome

Deakin College will notify students in writing of the outcome of their request for Review of Assessment. Notification will normally be via the on-line messaging system in the student portal within ten working days from the date of submission of the review application. Where a review of assessment results in the change of the final result of a unit; a new academic statement will be issued.

Appeals Against Outcome

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of *Grievance Procedures Relating to Academic Matters policy*.

Policy Title	Review of Assessment Policy	
Policy Owners	Director Academic Governance and Integrity	
Contact Persons	Robert Close	
Key Stakeholders	All Students at Deakin College; Academic Services	
Approval Body	Deakin College Academic Board of Studies	Agenda item and meeting date approved Item 12 – Meeting 1 2016
Relevant Legislation	N/A	
Related Policies	Grievance Procedures Relating to Academic Matters	
Related Guidelines	N/A	
File information	N/A	Version number V2.19 - 24/06/2016
Date Effective	27 June 2016	Next Review Date 30/06/2018