



Document: Assessment Appeals Policy		
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Policy

The purpose of this Assessment Appeal Policy is to establish a fair and accessible process for students to seek a review of their assessment results and ensure that assessment decisions are made accurately and impartially. This policy aims to uphold the principles of transparency, equity, and procedural fairness in the assessment appeal process.

Scope: This policy applies to all students enrolled in courses and programs offered by WIN College. It covers academic assessments conducted as part of the students' educational journey.

Grounds for Appeal: Students may lodge an assessment appeal if they believe there are reasonable grounds to challenge the fairness, accuracy, or appropriateness of their assessment results. Grounds for appeal may include, but are not limited to, errors in assessment processes, assessment bias, inappropriate assessment practices, or issues with grading consistency.

Informal Resolution: Before initiating a formal appeal, students are encouraged to seek an informal resolution by discussing their concerns with the relevant trainer, teacher or educator. The aim of this informal step is to address issues promptly and amicably.

Appeal Procedure

a. **Lodging an Appeal:** To initiate a formal assessment appeal, the student must submit a written appeal application to the Head of Academics within five (5) business days from the date of receiving the formal notification of assessment results. The appeal application should clearly outline the grounds for the appeal and include any supporting evidence or documentation.

b. **Academic Appeals Committee:** The Academic Appeals Committee will be comprised of 2 impartial and independent academic staff members who were not involved in the original assessment decision plus the Head of Academics.

c. **Review and Investigation:** Upon receiving the appeal application, the Academic Appeals Committee will conduct a thorough review of the assessment in question. The committee may seek additional information from relevant parties, including the student, teaching staff, and assessors.

d. **Appeal Hearing:** If the nature of the appeal requires further examination or clarification, the student may be given an opportunity to attend an appeal hearing to present their case before the Academic Appeals Committee. The student may bring a support person to the appeal hearing if desired.

e. **Appeal Outcome:** The Academic Appeals Committee will communicate its decision to the student in writing within ten (10) business days of receiving the appeal application. The decision will include the reasons for the outcome and any recommended actions.

Appeal Decisions

a. **Upholding the Appeal:** If the appeal is upheld, WIN will take appropriate corrective action, which may include a re-evaluation of the assessment, re-grading, or any other necessary remedy. The updated assessment result will be communicated to the student.

b. **Dismissing the Appeal:** If the appeal is dismissed, the original assessment decision will stand. The Academic Appeals Committee's decision is final, and no further appeal within WIN is permitted.

Confidentiality and Privacy

All information related to the assessment appeal process, including the student's appeal application, evidence, and the committee's deliberations, will be treated with strict confidentiality. The appeal process will comply with relevant privacy laws and regulations.

Non-Retaliation: WIN is committed to ensuring that students who lodge an assessment appeal will not be subject to any form of retaliation or discrimination because of initiating the appeal process.

Review and Update

This Assessment Appeal Policy will be periodically reviewed to ensure its effectiveness and compliance with relevant regulations. Any updates or changes will be communicated to students and staff accordingly.

Note: This Assessment Appeals Policy and Procedures does not remove the right of the student to act under Australia's consumer protection laws.