



ASSESSMENT REVIEW POLICY ENGLISH PROGRAMS

SECTION 1 - PURPOSE AND SCOPE

- (1) This policy applies to all courses offered by The College English Programs. It does not apply to courses in The College Academic Programs.
- (2) The College recognises the right of students to seek a review of, and to appeal against, assessment outcomes. This can include individual assessment items or a full review of the overall result.
- (3) Any Assessment Review or Review of Final Result will be treated seriously, sensitively, and impartially.

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. “Assessment Task” - refers to all tasks that students are required to complete and/or pass to satisfy course requirements.
 - b. “Assessment Review” - an appeal by a student against the outcome issued for an assessment task.
 - c. “Review of Final Result” - an appeal by a student against the overall result for a course.
 - d. “Coordinator/Teacher” - the Coordinator/Teacher of the course which is the subject of the review of assessment application.
 - e. “Outcome” - the decision (e.g. a mark or grade) from the formal evaluation of an assessment task.
 - f. “Course Outline” - refers to documentation included with the prescribed schedule of assessments, study guidelines, student handbook/learner guides.
 - g. “The University” – Western Sydney University.
 - h. “The College” – Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

SECTION 3 - POLICY STATEMENT

- (5) There may be instances where a student believes that their assessment task outcome in a course does not correctly reflect their performance against the assessment criteria. Students may choose to informally discuss their concern with the coordinator/teacher responsible for the assessment task. Where the informal approach is not appropriate, or the student wishes to take the matter further, this policy provides a process for a more formal application for an Assessment Review or a Review of Final Result for the course.
- (6) A student may apply for a Review of Final Result for a course provided the student has completed all the essential assessment requirements set down in the course.
- (7) No assessment can be reviewed where the result is the outcome of a determination under academic misconduct e.g. plagiarism.
- (8) The formal review will be undertaken by the Coordinator of the course.

Grounds for Review

- (9) A student may apply for an Assessment Review or Review of Final result of a course if they have reason to believe that:
 - a. the teacher did not provide a course outline as required;
 - b. the assessment requirements as specified in the assessment criteria were varied in an unreasonable way;
 - c. assessment requirements or criteria specified in the course outline guide were unreasonably or prejudicially applied to the candidate;
 - d. a student is of the view that a clerical error has occurred in the computation of the assessment; or
 - e. due regard has not been paid to the evidence of illness or misadventure.

SECTION 4 - PROCEDURES

Applying for a Review

- (10) Students seeking an Assessment Review should, in the first instance, approach the coordinator/teacher of that assessment item. Where, after such discussion, the student believes an error persists or the outcome is not a fair reflection of the student's work, the student may apply for assessment review.
- (11) Students seeking a Review of Final result of a course should, in the first instance, approach the coordinator/teacher of the course. Where, after such discussion, the student believes an error persists or the outcome is not a fair reflection of the student's work, the student may apply for a Review of Final Result.
- (12) An application for an Assessment Review or Review of Final Result must be lodged, using the appropriate form, together with the original marked assessment task (where relevant)

to the coordinator the course. The application for review must be made within 10 days of the assessment task outcomes or course result being released.

- (13) The grounds for the application review must be clearly stated on the application form. It is not sufficient merely to state that there has been an error or an injustice.

Assistance is available on request for students whose English proficiency limits their ability to state their reasons for applying for a review.

Consideration of Review Applications

- (14) An application for a review will be rejected when one or more of the following apply:
- a. the assessment task or course result has been the subject of a determination of academic misconduct; or
 - b. no grounds, as listed in point nine above, are stated in the application for the review.
- (15) The Coordinator will consider the student's appeal and work submitted and provide a written response to the Head of Program, English Programs as to the outcome of the appeal.

Outcomes of Review Applications

- (16) The Head of Program, English Programs will consider the student's application and the response from the Coordinator and sign off on the outcome of the review.
- (17) Where the outcome of an Assessment Review is a change of assessment outcome, the English Program Administration will be notified of the changed assessment outcome and the student will be notified of the outcome of the review application via their contact details submitted on the appeal form normally within 10 working days.
- (18) Where the outcome of a Review of Final Result is a change of mark and/or grade, the English Program Administration will be notified of the change, and the student will be notified of the outcome of the review application via their contact details submitted on the appeal form normally within 10 working days.
- (19) Where an application for an Assessment Review or Review of Final Result is rejected, or there is no change in the assessment outcome or overall mark/grade for the course, the student will be advised, via their contact details submitted on the appeal form normally within 10 working days.
- (20) The student's record will be updated to record the review outcome and any subsequent actions. A copy of all related documentation, including a statement of findings demonstrating the reasons behind the decisions made at each stage of the appeal(s), will be retained on the student's record.

SECTION 5 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

The College Student Complaint Handling and Resolution Policy – English Programs

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STATUS AND DETAILS

Status:	Current		
Version:	4		
Effective Date:	13 September 2018		
Review Date:	13 September 2021		
Approval Authority Policy:	Western Sydney University Enterprises Board		
Endorsed by:	English Language Centre Committee		
Approval Date:	English Language Programs		
Expired Date:	N/A		
Unit Responsible:	English Language Centre		
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Available On:	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Minor changes to nomenclature

Section 5 – Guidelines and References – added ‘The College Student Complaint Handling and Resolution Policy – English Programs’