

ENGLISH LANGUAGE PROGRAMS REVIEW OF GRADE POLICY

1. PURPOSE AND SCOPE

- 1.1. This policy applies to all courses offered by The College English Language Programs.
- 1.2. The College recognises there may be instances where a student believes that their final grade in a course does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the Education Coordinator of the course. 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 a Review of Grade.
- 1.3. Any Review of Final Grade will be treated seriously, sensitively, and impartially.

2. DEFINITIONS

- 2.1. For the purposes of this policy, the following definitions apply:
 - 2.1.1. Review of Grade - an appeal by a student against the final grade issued at the end of a course.
 - 2.1.2. Education Coordinator- the Coordinator of the course which is the subject of the review.
 - 2.1.3. Course Outline - refers to documentation included in the prescribed schedule of assessments and learning outcomes.
 - 2.1.4. The University – Western Sydney University.
 - 2.1.5. The College - Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.

3. POLICY STATEMENT

- 3.1. A student may apply for a Review of Grade for a course provided the student has completed all the essential assessment requirements.
- 3.2. No assessment can be reviewed where the grade is the outcome of a determination under academic misconduct. See the University Student Misconduct Rule.
- 3.3. The review will be of the final grade issued at the end of a course.

3.4. Grounds for Review

- 3.5. A student may apply for a Review of Grade of a course if they have reason to believe that:
 - 3.5.1. They were not provided a course outline as required;

- 3.5.2. the assessment requirements as specified in the assessment criteria were varied/deviated in an unreasonable way;
- 3.5.3. assessment requirements or criteria specified in the course outline were unreasonably or prejudicially applied to the candidate;
- 3.5.4. a student is of the view that a clerical error has occurred in the computation of the assessment grade; or
- 3.5.5. due regard has not been paid to the evidence of illness or misadventure.

4. PROCEDURES

4.1. Applying for a Review

- 4.2. Students seeking a Review of Grade of a course should, following the notification of the final grade, in the first instance, approach the Education Coordinator 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 and/effort, the student may apply for a Review of Grade.
- 4.3. An application for a Review of Grade must be lodged, using the appropriate form, together with the original marked assessment task (where relevant) to the Education Coordinator for the course. The application for review must be made within 10 days of the course Grade being released.
- 4.4. The grounds for the 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.
- 4.5. Assistance is available on request for students whose English proficiency limits their ability to state their reasons for applying for a review.

4.6. Consideration of Review Applications

- 4.7. An application for a review will be rejected when one or more of the following apply:
 - 4.7.1. the course grade has been the subject of a determination of academic misconduct; or
 - 4.7.2. insufficient grounds are stated in the application for the review.
- 4.8. The Coordinator will consider the student's appeal and work submitted and provide a written response to the Head of Programs as to the outcome of the appeal.

4.9. Outcomes of Review Applications

- 4.10. The Head of Programs will consider the student's application and the response from the Coordinator and sign-off on the outcome of the review.
- 4.11. Where the outcome of a Review of Grade is a change of mark and/or grade, the English Programs 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, within 10 working days.

- 4.12. Where an application for a Review of Grade is rejected, or there is no change in the overall grade for the course, the student will be advised, via their contact details submitted on the appeal form, within 10 working days.
- 4.13. 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.

5. GUIDELINES AND REFERENCES

5.1. Related Legislation/Policies/Procedures

- 5.2. English Language Programs Student Complaint Handling and Resolution Policy

ENGLISH LANGUAGE PROGRAMS REVIEW OF GRADE POLICY

STATUS AND DETAILS

Status:	Current		
Version:	1		
Effective Date:	24 July 2020		
Review Date:	24 July 2023		
Approval Authority Policy:	Western Sydney University Enterprises Board		
Endorsed by:	The English Language Committee		
Unit Responsible:	English Language Centre		
Enquiries Contact:	Joan Park E: J.Park3@westernsydney.edu.au		
Available On:	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Nil