

Preamble

AIT sets educational goals and standards through its graduate outcomes and subject level learning outcomes. Assessment grades indicate how well students are progressing towards these goals. Criteria published in the assessment guide determine the grade. To satisfactorily resolve disputes over grades, AIT provides a clear path for assessment review.

Basis for appeals

Fair opportunity and fair application of the relevant assessment guide and AIT policies will be the only basis for appeal.

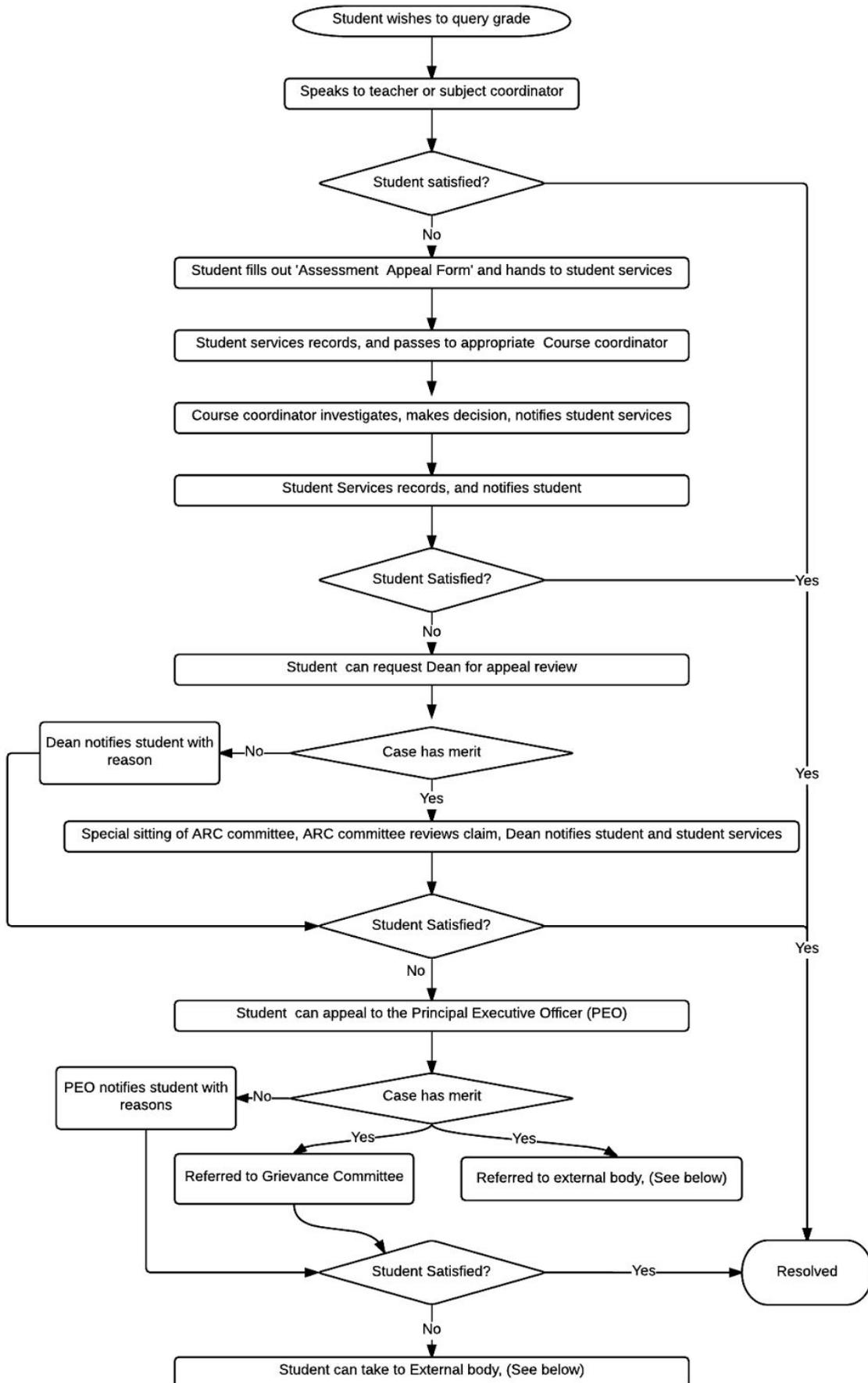
That is the student has ground for appeal if:

1. The grade was not an accurate, or a fair, interpretation of the published assessment criteria.
2. There was a misapplication of AIT policy and procedures.
3. Factors outside the student's control meant that the work submitted did not accurately reflect the student's ability

In an appeal application, a student must make clear the grounds on which ground they are making the appeal, and provide evidence to support their claim. AIT will provide a suitable form.

Responsibilities

Action	Responsibility	Timing
Initial Appeal	Course Co-ordinator	<ul style="list-style-type: none"> • Application must be made within ten working days of results being posted • The decision must be sent to student within five working days
Appeal Review	ARC Committee	<ul style="list-style-type: none"> • Application must be made, by student, within five working days of being notified of appeal decision • ARC committee must meet within five days
Grievance Review	Appeals Panel <ul style="list-style-type: none"> • Dean • Course coordinators • Registrar • GM • Two student reps • Student 	As required



Further recourse

Should a student be dissatisfied with an appeal outcome after they have exhausted the options available through the internal process, they can request for the matter to be externally resolved through The Resolution Institute of which AIT is a member.

Further information for staff and students is available at [Student Mediation Scheme](#).

Additionally, the following resources are alternatives to **domestic students** wishing to make an external appeal:

The NSW Anti-Discrimination Board (see the Board's website - http://www.lawlink.nsw.gov.au/lawlink/adb/ll_adb.nsf/pages/adb_index), the Human Rights and Equal Opportunity Commission for discriminations/harassment complaints (see the Commission's website - http://www.hreoc.gov.au/complaints_information/index.html), or the NSW Ombudsman for complaints relating to administrative and academic decisions (see the NSW Ombudsman's website - <http://www.ombo.nsw.gov.au/complaints/index.html>).

These services are free of charge.

International students may take an appeal or complaint to The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Items for Appeal Form

Header: Includes extract from policy

- Re: Student
 - Student name:
 - Student number:
 - Date appeal lodged:
- Re: Subject/ Assessment
 - Subject name/number:
 - Teacher:
 - Term:
 - Class:
- RE: Appeal
 - Confirm spoke to teacher/CC
 - Reason for appeal:
 - Evidence:

Guide for student

Reason for appeal	This means	Supporting evidence	Example
Inappropriate Grade	The grading criteria published in the subject outline were inappropriately applied	Name the specific criteria and point to evidence in your assessment that satisfies that criteria	"I was marked down because I didn't have a storyboard. There is a storyboard on page seven"
Inappropriate application of AIT rule or regulation	That the grade was modified because it was late, plagiarised or did not meet the requirements of the assessment	Cite the AIT rule or regulation used to modify your grade. Attach evidence refuting that the rule or regulation was breached	"My grade was altered due to lateness. This screen grab shows that my assessment was submitted on time"
Extenuating Circumstances	Was there a reason, beyond your control, that resulted in a grade that does not reflect your ability	Extenuating circumstances are outlined in AIT's rules and regulation. You need have evidence of the fact of these circumstances	"I was sick in the week before the assessment was due. Here is a medical certificate from a registered general practitioner"

The response

- Course coordinator:
- Date of response:
- Decision:
- Reason/s: