

Review of Assessment Policy

1. Overview

During the course of a trimester, a student should be provided with feedback on their performance in all assessment items from relevant teaching staff. 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 3 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 MIBT, 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 MIBT Reception within 3 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.

An application for a Formal Review of Assessment is subject to a \$50 administrative fee. Proof of payment, in the form of an MIBT receipt, must be attached to the application. Where a mark is varied (either increased or decreased) the \$50 administrative fee will be refunded.

3. Notification of Outcome

MIBT 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	Academic Director	
Contact Persons	Michael Joyce	
Key Stakeholders	All Students at MIBT; Academic Services	
Approval Body	MIBT Academic Board of Studies	Agenda item and meeting date approved [Agenda item and meeting date approved]
Relevant Legislation		
Related Policies	Grievance Procedures Relating to Academic Matters	
Related Guidelines		
File information		Version number V2.1 - 24/08/2010
Date Effective		Next Review Date 30/06/2011