1. Policy Statement and Guidelines

The Assessment Review or Re-mark policy provides guidelines for any student in a WCI Higher Education course to seek a review or to appeal the result (mark) for an assessment activity or the final result (grade) for a unit of study.

A student request for review or re-mark must be made in accordance with this policy (or related policies) and will require supportive evidence to show reasonable grounds for an appeal to re-mark, such as unfair or inequitable assessment.

2. Informal Review

a) A student may request an informal review of an item of assessment (including an examination paper) with the responsible academic staff member, within five (5) working days of advice of the result.

b) Errors detected as a result of the informal review may be corrected by the academic staff member, in consultation with the unit co-ordinator or the Chair of the Board of Study and Assessment, as required.

c) If no further action is required, the academic staff member should make a diary note of the meeting.

3. Appeal for Re-mark Procedure

a) A student appeal for a re-mark of assessment or a review of the final result (grade) for a unit of study must be submitted within five (5) working days of advice of the result, or within five days of an informal review of an item of assessment.

b) The appeal must be submitted in writing, with the reason(s) for the appeal clearly stated, and should be accompanied by any relevant supportive evidence. Additional supportive evidence will not normally be accepted at a later date, unless requested by the Director of Higher Education or a WCI higher education academic committee.

c) The appeal documents must be lodged in person with the Chair of the Board of Study and Assessment. An appeal for assessment review or re-mark that is submitted to the Higher Education Student Co-ordinator or the Director of Higher Education will be automatically referred to the Chair of the Board of Study and Assessment, unless there are exceptional circumstances.
d) An Academic Appeal Cover Sheet (indicating an appeal for assessment review or re-mark) will be attached to the student’s submission and signed by the student and the Chair of the Board of Study and Assessment or other higher education staff member. The student must be advised that a re-mark may lead to a higher or a lower mark than the original result.

e) The Chair of the Board of Study and Assessment may approve the application for review or re-mark, or refer the appeal to the Director of Higher Education for a ruling.

f) If a re-mark is approved, the Chair of the Board of Study and Assessment will advise the responsible academic staff member, who may opt to review the item of assessment (within one (1) working day), prior to it being independently re-marked.

g) The Chair of the Board of Study and Assessment will obtain a copy of the original marking guide and appoint an independent, suitably qualified, internal or external person to re-mark the item of assessment. The re-mark should be completed within five (5) working days.

h) The Chair of the Board of Study and Assessment will review the independent re-mark with the responsible academic staff member. If the staff member and the Chair of the Board of Study and Assessment have no cause for concern with the outcome of the re-mark, a change of mark (or grade) is to be recorded or processed, as applicable.

i) If there is cause for concern with the outcome of the re-mark, the appeal will be referred to the Director of Higher Education for consideration of a second, independent re-mark. The final result will then be the average of the two independent re-marks and the original mark.

j) The Chair of the Board of Study and Assessment must notify the student of the outcome within five (5) working days.

k) The appeal documentation and notification of outcome is to be ratified by the Director of Higher Education and forwarded to the Higher Education Student Co-ordinator for inclusion in the student’s academic record.

l) The decision of the Chair of the Board of Study and Assessment and the Director of Higher Education is final, in relation to this policy.

m) The student has the right to further appeal, in accordance with the Student Academic Appeals policy.

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**Policy History**

**Version 1:** Prepared as the Re-mark of Examination Paper or Assessment policy for TEQSA Application for Registration as a Higher Education Provider (June 2012). Authorised by WCI Managing Director.

**Version 2:** Policy benchmarked by Director of Higher Education, against publicly-available resources from two Australian higher education providers. Revised and re-named by the Board of Examiners (16/4/2013) and reviewed by the Boards of Study and Assessment. Approved by WCI Academic Board (20/5/2013). Authorised by WCI Managing Director (7/6/2013).

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