

Assessment Appeals Policy

Policy # V1
Policy Area: Students
Authorised by: M. Brend
Date: July 2017



This policy outlines the Australian College of Dramatic Arts (ACDA) approach in managing final results appeals and that they are dealt with in accordance with the principals of natural justice and procedural fairness and remains publically available. The CEO will oversee formal result appeals. Any Assessment Appeal will be treated seriously, sensitively, impartially, and confidentially.

All appeals or complaints from students relating to results must be received in a period no longer than 30 days following the competency decision. In the case of VET in schools delivery, the time period will be shorter as final assessments are completed at the end of Term 3, early Term 4 as VET subjects should be finished by the time VCE Year 12 exams start in early November.

A student may appeal a result given if the student believes that the trainer has marked the final result of a unit of competency incorrectly. The student, in first instance, should approach the teacher responsible for the result. If, after the initial approach, the student believes an error persists, or the result is not a correct reflection of their work, they may apply for a formal review. If a student wishes to request a formal assessment appeal they must complete an assessment appeal form and include a valid reason for the request.

The student must be able to produce their work for reassessment.
The CEO will reassess and provide the student with the outcome of their findings in writing/email to the student.
Students will be kept informed of the progress of their appeal and the final resolution.
All student result appeals will be kept on students file.

ACDA will maintain all records of complaints and appeal and the outcomes in their student management system and adhere to their Results and Record Policy.

The process for appeals procedure is as follows
Teachers delivering training

- Provide timely guidance to all course participants regarding the result appeals procedure.
- Clarify any aspects of the results that a student does not understand.
- Provide each student that requests an assessment appeal with the required '**Assessment Appeal form**'. (See below)
- Communicate directly via email as soon as possible with the RTO's management on any advice (verbal or written) provided by a student that they are seeking to appeal an assessment decision.
- Schedule a meeting with the student and the RTO's management when a completed assessment appeal form is received from a student.

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- Communicate any outcome decision by the RTO's management to uphold or overturn an assessment appeal to the student's by completing the assessment appeal form clearly identifying the reason for the outcome.
- The CEO within 10 days of receipt of a formal appeal will process all assessment appeals. All assessment appeals must be maintained on the students file.
- Student records will be adjusted to comply with the RTO's management appeal outcome decisions.

Australian College of Dramatic Arts Assessment Result Appeal Form	
Instructions for usage: This form shall be made available to any student formally requesting an appeal of assessment decision. The assessment appeal once completed by a student should be returned to the ACDA trainer who provided it. Once signed by the trainer the form should be forwarded to ACDA management for review and an appeal decision to be made. Once a decision is finalised the outcome of the appeal shall be provided within this form and a copy proved to the student and a copy maintained on the students file	
Course: Trainer: Course Commencement date:	
Student Name: Class:	
List units relevant to this appeal	Please advise the reason for the appeal as it relates to the unit and the result being appealed.

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Trainer comments:	
Trainer signature:	Date:
Student signature:	Date:
Appeal Outcome:	
CEO Signature:	Date:
Student signature:	Date: