

STUDENT ASSESSMENT REVIEW PROCEDURE

Policy Code	ACA07
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	28 June 2024
Commencement date	01 July 2024
Next Review Date	February 2027
Version	2024.2
Relevant legislation or external requirements	Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.3.3, 1.4.1-3, 2.4, 3.3, 5.3.5-6, 7.2.2(d)) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 (Cth)
Related ASA Documents	Quality Assurance Framework Student Code of Conduct Moderation Policy Moderation Procedure Benchmarking Policy Special Consideration Policy and Procedure Reasonable Adjustment Policy and Procedure Academic Integrity Policy Academic Misconduct Procedure Student Assessment Policy Student Assessment Procedure Student Assessment Review Procedure Student Grievance Policy Student Grievance Procedure

1. Purpose

This procedure supports the Student Assessment Review Policy which provides a framework for the fair and transparent review of student assessments grades or marks within ASA Institute of Higher Education (**ASA**). The goal is to uphold academic integrity, foster continuous improvement, and ensure students receive accurate and fair assessments of their demonstrated learning, and constructive feedback to assist them in their learning.

2. Scope

This Procedure applies to all ASA students and academic staff, and all ASA courses.

3. Making a Review Request

3.1 Understanding an Assessment Grade or Mark

The student must informally contact the academic staff member who marked or graded the assessment to obtain an explanation of the decision, any additional information about the decision, check any details and answer any queries. The outcomes of this may include:

- The academic staff member can amend the awarded grade or mark or correct erroneous calculations.
- The academic staff member upholds the original grade or mark.
- The student does not seek a review of the decision as they have a better understanding of the grounds upon which the original grade or mark was made.

- If the student is dissatisfied, the student can submit a formal application to review the decision by filling out an *Assessment Review Request Form*.

3.2 Requesting a Review

To apply for a review of an assessment grade or mark (**review**):

- The student must apply using the *Assessment Review Request Form* available from <https://asahe.edu.au/policies-and-forms/>
- The application must provide a valid cause for review and include any evidence that the student wishes to be considered. The student should indicate how they have sought to understand the original grade or mark.
- The request must relate to an assessment task with a weighting of 5% or more. Assessments worth less than 5% will not be reviewed unless there are extenuating circumstances.
- The *Assessment Review Request Form* must be received within five (5) working days of the original mark or grade being published on the Learning Management System.

If the application is not submitted in accordance with these requirements the application is deemed invalid. ASA staff will inform the student of what has invalidated their request and assist them to resubmit their request if relevant.

Requests that are made after five (5) working days of notification of the original mark or grade will not be further considered unless there are extenuating circumstances to the application being submitted late that are evidenced within the request.

3.3 Review

1. The student submits a valid *Assessment Review Request Form*. All received requests will be acknowledged via email within three (3) working days of receipt.
2. The Academic Support Officer will upload both the Request Form and supporting documents onto the Student Management System (**SMS**) under the student's profile.
3. The Academic Dean, or delegate, assigns an appropriately qualified academic staff member who has not been involved in the initial decision making is assigned to conduct a review.
4. The reviewer considers the information available to the student at the time, the material submitted within the review request, and any other relevant information as determined by the reviewer.
5. The Reviewer will inform the Academic Support Officer of the outcome of the review. The outcomes of the review may include:
 - The reviewer deems the application to be invalid.
 - The reviewer upholds the original assessment grade or mark;
 - Provides additional feedback to the student or lecturer; and/or
 - Sets aside the original assessment grade or mark and allocates a new assessment grade or mark.
6. The Academic Support Officer will update the LMS profile and assessment details if relevant and ensure that the SMS reflects the updated details if the quarter resulting has already concluded.
7. The student will receive an email of the outcome from the Academic Support Officer

within 10 working days of lodgment of the completed and valid Assessment Review Request Form.

4. Student Support

Students applying for review of an assessment are advised that assistance and advice can be sought from the Wellbeing Officer or student support team.

Where students are requested to attend meetings with a decision maker, reviewer or an appeal committee they may be accompanied or represented by a support person. The support person must not be a currently practicing solicitor or barrister. The role of the support person is to bear witness to the meeting and what is discussed. Where authorised in writing by the student, the support person may assist in representing the student in the presentation of their case.

5. Multiple Reviews

As a general principle, when a student is requesting a review of more than one decision at a time, the matters are conducted separately, although the outcome in one review may impact the other. For example, a review about an academic grade for one unit and another review for an assessment in a different unit by the same student will be conducted separately, although the decision about the academic grade may impact the decision of the assessment in the student's other unit.

6. Version Control

This Procedure has been reviewed and approved by the ASA Academic Board as at February 2024 and is reviewed every three years.

The Procedure, with associated Policy, are published and available on the ASA website <https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.2	Project Officer	Document formatting updated to reflect change of Trading Name to ASA Institute of Higher Education	28/06/2024 by CEO	01/07/2024
2024.1	Director Learning and Innovation	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 4 other Higher Education Providers.	14/02/2024	08/03/2024
Previous version archived. New Policy code and numbering system implemented.				
2.0		Academic Board approval	28/04/2021	
1.0		Academic Board approval	19/05/2020	