

## Health Education and Training Institute Higher Education Review of Grade Policy

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<b>Summary</b>	This policy deals with formal requests by students for a review of a grade.
<b>Keywords</b>	Assessment requirements, formal review, reasonable grounds
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	as per Document History
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Assessment Policy – Criteria and Standards-Based Assessment Health Education and Training Institute Higher Education Special Considerations Policy Health Education and Training Institute Higher Education Student Fees Policy
<b>Review date</b>	June 2018
<b>Risk Assessment</b>	As per Attachment 1 to this document.

## Document History

Version	Issued	Status	Author	Reason for Change
v0.1	13 November 2015	Draft	Geoff Murphy	Draft document
v0.2	6 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.3	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.4	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v1.1	17 May 2017	Draft	Valerie Rhodes	Amending reference to Academic Misconduct Policy to include the work Student in line with policy name change.
v2.0	29 June 2017	Final	Mark Wilbourn	Approved as a minor wording change in policy by Chair T&L Committee

**Issued under the authority of the Health Education and Training Institute Higher Education Governing Council**

# Health Education and Training Institute Higher Education Review of Grade Policy

## Policy Statement

There may be instances where a student believes that their final grade in a unit does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the academic responsible for the unit. Where the informal approach is not appropriate, or the student wishes to take the matter further, this policy provides a process for a more formal application for a Review of Grade.

## Aims and Objectives

1. This policy applies to all units offered by Health Education and Training Institute Higher Education in postgraduate courses.

## Overview

2. The review will be of the final unit grade issued at the end of a semester.

## Definitions

3. For the purpose of this policy:
  - a. Review of Grade - means an appeal by a student against the final grade issued at the end of a semester.

## Procedures

4. A student may apply for a review of grade provided the student has completed all the essential assessment requirements set down in the unit learning guide issued at the commencement of the unit.
5. A grade cannot be reviewed where the grade awarded is the outcome of a determination under the Student Academic Misconduct Policy.

6. There may be a prescribed charge for a review of a grade of pass level or higher.
7. The formal review of grade(s) will be undertaken by the Teaching and Learning Committee.

### **Grounds for Review of Grade Application**

8. A student may apply for a review of a final grade if they have reason to believe that:
  - a. the Unit Coordinator did not provide a unit learning guide as required;
  - b. the assessment requirements as specified in the unit learning guide were varied in an unreasonable way;
  - c. assessment requirements specified in the unit learning guide were unreasonably or prejudicially applied to the candidate;
  - d. a candidate is of the view that a clerical error has occurred in the computation of the grade;
  - e. due regard has not been paid to the evidence of illness or misadventure (that was previously provided to Health Education and Training Institute Higher Education, as part of an application for Special Consideration).

### **Applying for a Review of Grade**

9. Students seeking review of individual items of assessment should, in the first instance, approach the academic staff member responsible for coordination of the marking of that assessment item. Where, after such discussion, the student thinks an error persists or the result has not taken fair consideration of the grounds outlined in (8) above, the student may apply for review at the end of the semester, following notification of the final grade.
10. An application for review of grade must be lodged, using the appropriate form, together with the prescribed charge (if appealing against a pass grade or higher), within 10 working days of the official notification of results.
11. The grounds for the application for review of grade(s) must be clearly described in supporting documentation to the application. It is not sufficient merely to state that there has been an error or an injustice.

12. A separate application must be lodged for each unit. A separate fee must be paid for each unit. The charge will be refunded to any student whose application is successful.

### **Consideration and Outcomes of Review of Grade Applications**

13. Where a student's review of grade results in a change of grade, the student will be refunded the prescribed charge (if applicable) and notified of the outcome in writing.
14. An application for a Review of Grade will be rejected when one or more of the following apply:
  - a. the unit has been the subject of a determination under the Student Academic Misconduct Policy;
  - b. no reasonable grounds are stated in the application for review of grade(s);
  - c. in the normal course of events, the piece or pieces of work have already been assessed by at least two people knowledgeable in the field;
  - d. reasonable grounds exist to review the grade, but such a review, if conducted, would not result in any alteration of the grade; or
  - e. the student has not completed all essential requirements of the unit (except in some cases of special consideration).
15. Where an application for a review of grade is rejected, or does not result in a change of grade, the student will be advised in writing, normally within one week after the decision, of the reason for the outcome and will not be entitled to a refund of any prescribed charge paid.
16. Alternatively, the Teaching and Learning Committee can offer the student a supplementary assessment task as agreed with the Unit Coordinator, capped at 50%.

### **Roles and Responsibilities**

17. The Unit Coordinator will provide a written response to the grounds for the review of grade outlined by the student.

18. The Teaching and Learning Committee will consider the student's application and the response from the Unit Coordinator and determine whether the grade should be changed.
19. If individual members of the Teaching and Learning Committee have been involved in teaching a unit which is the subject of a review application, they will absent themselves from the review process.

## **Related Documents**

- Health Education and Training Institute Higher Education Assessment Policy – Criteria and Standards-Based Assessment
- Health Education and Training Institute Higher Education Special Considerations Policy
- Health Education and Training Institute Higher Education Student Fees Policy

### **Acknowledgement:**

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

## Attachment 1

### RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	<b>Summary of policy purpose (from PD Cover Page)</b>	
3.	<b>Agency (HETI) key roles &amp; responsibilities as per PD</b>	
4.	<b>Risk Assessment</b>	
4.1	<b><u>Identification of risks</u> – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b><u>Analysis of risks</u> – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b><u>Evaluation of risks</u> – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.</b> Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
	<b>Evaluation –</b>	

#### Risk Assessment Approval

<b>Name &amp; position of approving T2 Officer:</b>	
<b>Date:</b>	