

Governance Institute of Australia

Review of Grade Policy

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Policy Statement

There may be instances where a student believes that their final grade in a subject does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the academic responsible for the subject. 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 subjects offered by Governance Institute of Australia (hereafter referred to as Governance Institute) in postgraduate courses.

Overview

2. The review will be of the final subject grade issued at the end of a teaching session (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 teaching session.

Procedures

4. A student may apply for a Review of Grade provided the student has completed all the essential assessment requirements set out in the subject learning guide issued at the commencement of the subject.

5. A grade cannot be reviewed where the grade awarded is the outcome of a determination under the Student Academic Misconduct Policy.
6. There is a prescribed charge for a Review of Grade application, payable on application. Applications resulting in a fail grade changing to a pass grade will be refunded. A refund is not applicable where the original grade is a pass or higher. (Refer to Student Fees Policy)
7. The formal Review of Grade/s will be undertaken by a review panel.

Grounds for Review of Grade Application

8. A student may apply for a Review of Grade if they have reason to believe that:
 - a. the Subject Coordinator did not provide a subject learning guide as required;
 - b. the assessment requirements as specified in the subject learning guide were varied in an unreasonable way;
 - c. assessment requirements specified in the subject learning guide were unreasonably or prejudicially applied to the student;
 - d. a student 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 Governance Institute, as part of an application for Special Consideration).

Applying for a Review of Grade

9. An application for a Review of Grade can only be made following notification of the final grade for the subject. Students seeking review of individual items of assessment, excluding the final examination, should, in the first instance, discuss this with the Education Department. Only obvious administrative errors can be corrected at this stage. If, after such discussion, the student thinks an error persists, the student may apply for a review at the end of the teaching session.
10. An application for Review of Grade must be lodged, using the appropriate form, together with the prescribed charge, within 10 working days of the official notification of subject 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 subject. A separate fee must be paid for each subject. The charge will be refunded to any student whose application results in a fail grade changing to a pass grade (clause 6). (Refer to Student Fees Policy)

Consideration and Outcomes of Review of Grade Applications

13. An application for a Review of Grade will be rejected when one or more of the following apply:
 - a. the subject has been the matter 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 subject (except in some cases of special consideration).
14. The Education Committee can offer the student a supplementary assessment task, as agreed with the Subject Coordinator.
15. Students will be notified of the outcome of an application for a Review of Grade, including the reasons for the decision, in writing. Normally the review panel will meet to consider applications within 10 working days of the closing date for applications.

Roles and Responsibilities

16. The Education Department will conduct an initial assessment of all applications. Those satisfying the grounds for review will be forwarded to the review panel for consideration.
17. The review panel will consider the student's application and determine the most appropriate course of action.

18. If individual members of the review panel have been involved in teaching a student who is the subject of a review, they will absent themselves from the review process.
19. The Education Department will inform students of the outcome of their application/s.

Related Documents

- Governance Institute of Australia Assessment Policy
- Governance Institute of Australia Special Considerations Policy
- Governance Institute of Australia Student Academic Misconduct Policy
- Governance Institute of Australia Student Fees Policy

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