Assessment Appeal Policy
Table of Contents

Table of Contents .......................................................................................................................... 2
Assessment Appeal Policy ............................................................................................................ 3
  Overview .................................................................................................................................. 3
Grounds for Appeal ....................................................................................................................... 3
Procedure for Lodging a Formal Appeal ....................................................................................... 3
Assessment Appeal Policy

Overview

Students have the right to appeal an assessment outcome where they disagree with that outcome or the assessment process where they feel they have been unfairly disadvantaged or discriminated against. This Policy also applies to skills recognition.

The student and the assessor must attempt to resolve any disagreement regarding assessment outcomes and processes prior to a formal appeal being lodged.

Leadership Success will aim to ensure that students feel confident that they are being treated fairly by:

- Clearly informing students in a timely way how to appeal
- Providing students with an opportunity to present their case
- Providing access to support (an advocate) where required
- Resolving the appeal within realistic and fair timelines

Grounds for Appeal

There are various grounds for lodging an assessment appeal. These include but are not limited to:

- Not being fully informed of the assessment process
- The student’s needs were not taken into account where appropriate
- The assessment process differed to what was outlined by the facilitator
- Alleged bias of the facilitator or assessor
- Inappropriate application of marking criteria

Procedure for Lodging a Formal Appeal

1. The student notifies the trainer using the Assessment Appeals Form from their facilitator, or from the Leadership Success website www.lstraining.com.au or by requesting the form from Leadership Success on (02) 8069 0369 no longer than 5 days after conclusion of the assessment.

2. The student and the assessor can discuss the appeal and either a re-assessment will be negotiated or the assessor does not uphold the appeal.
3. If the student is dissatisfied that the appeal has not been upheld then he/she can request an independent assessment by another assessor from Leadership Success.

4. If re-assessment occurs, then the second assessor from Leadership Success provides a written statement of outcomes of the re-assessment within 14 days.

5. If the student is still dissatisfied, he/she may seek arbitration by a third party or panel acceptable to the parties to the appeal.

6. If the appeal is still unresolved, the student will be advised of an external organisation that may be able to assist.

The student is entitled to have an advocate to provide support, but not legal representation throughout the above process.