



Faculty of Arts

STUDENT APPEALS & RE-MARKING OF WRITTEN WORK

The Marking Process

The Faculty of Arts stands behind its marking process. All care is taken to ensure that marking is consistent and fair and that markers adhere to the assessment criteria as advertised by the Faculty. Marking is regarded as an important part of the teaching and learning experience and markers provide constructive feedback to assist student progress.

Faculty Procedures on student appeals and re-marking

The Faculty respects students' rights to 'natural justice'. Transparency, lack of bias, and declaration of special interest are tenets that the Faculty endorses as a matter of course and will apply in all cases of appeal against an academic decision.

N.B. The time limits contained in the following procedures do not apply in the case of appeals against clerical errors in the calculation or recording of marks, weightings or grades, which may be made at any time. Such appeals against clerical errors should first be raised with the relevant school office using the form for appeals at Faculty level as outlined in (2) below.

In pursuance of the Academic Board Resolution on 'Student Appeals Against Academic Decisions' (as amended on TBC 2009), the Faculty resolves to adhere to the guiding principles of that document as follows:

1. Appeal at Departmental level

1.1. In some rare cases, a student may be of the opinion that the mark does not reflect the quality of his/her work. If the student wishes to lodge an appeal against the grade awarded, the first step is for him/her to contact the Unit of Study Coordinator in writing to arrange for a time to discuss the mark. This should normally happen within **fifteen working days** of marks being made available to students. If the Unit of Study Coordinator is not available the student should contact the Chair of Department/Program Director or Undergraduate Coordinator. Normally this consultative process is productive and the student is satisfied with the outcome at this point.

1.2. If the student is not satisfied with the outcome of the discussion with the Coordinator or Chair, or there is an apparent failure to follow procedures as outlined in 1.1. above, then he/she may appeal formally against the grade awarded. The student should first read the Academic Board Resolution on 'Student Appeals Against Academic Decisions' (as amended on TBC 2009).

2. Formal appeal through Faculty

2.1. Students are advised to lodge the appeal within **fifteen working days** of the outcome of discussions at local level as outlined above. The appeal must be lodged through the Faculty Office (attention Dean of the Faculty of Arts) and include the following:

- Appeal for Reassessment form
<http://www.arts.usyd.edu.au/downloads/documents/forms/undergraduate/2008-appeal-results-form.pdf> (available online & from the Faculty Office)
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- Written statement outlining the reasons for appeal and any additional supporting documentation. The written statement should draw attention to such matters as perceived injustice in terms of bias or inconsistent application of the grade descriptors published by the Department.

2.2. The Dean, or Dean's nominee:

- Will email acknowledgment of receipt of the appeal within **three working days** of its being lodged with the Faculty Office
- Will discuss the appeal with the Chair of Department/Program Director, or Head of School if the decision-maker in Section (1) above is Chair or Program Director, and forward the assessment task to an appropriate reviewer (see section 3.2.4 of 'Student Appeals Against Academic Decisions').

2.3. The reviewer:

- Will reassess the work and provide a report to the Dean or nominee within **ten working days** of the appeal being lodged with the Faculty Office.

2.4. The Dean, or Dean's nominee:

- Will advise the student in writing of the result of the appeal as soon as possible after receipt of the reviewer's report and place the assessment task and associated appeal documents in the Faculty Office for the student to collect.

If the student is not satisfied that his or her concerns have been addressed the student may lodge a written appeal with the Student Appeals Body, as set out in the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

3. Confidentiality

All information about the request for reassessment shall be limited to those staff dealing with the request. The identity of a student undertaking an appeal shall not be released to anyone apart from the staff members immediately concerned, the Chair of Department or Program Director, Head of School and the Dean of Faculty and Dean's nominee(s).

4. Record-Keeping

The Coordinators of Units of Study and the Chair of Department or Program Director shall keep records of all formal appeals, including forms, copies of assessment tasks, and written statements, in their files. Faculty will keep records of all formal appeals that proceed to Faculty level. Schools will ensure that any increased grade is recorded appropriately.

Dr Bronwyn Winter
For Undergraduate Committee
August 2009

**FACULTY OF ARTS
APPEAL FOR REASSESSMENT FORM**

SURNAME

(Print in large letters).....

OTHER NAMES.....

SID:.....

PLEASE

- **FILL IN ALL INFORMATION,**
- **COMPOSE A WRITTEN STATEMENT OUTLINING THE GROUNDS OF YOUR APPEAL**
- **ATTACH TO YOUR ASSESSMENT TASK OR ESSAY**
- **AND SUBMIT TO STAFF IN THE FACULTY OFFICE, MAIN QUADRANGLE**

UNIT OF STUDY CODE & NAME:.....

DEPARTMENT OR PROGRAM:.....

COORDINATOR'S NAME:.....

DUE DATE: **DATE OF APPEAL:**.....

I certify that: (1) I have discussed my grade with the Unit of Study Coordinator (2) I have read and understood the Faculty of Arts Policy on Student Appeal of Grades; (3) I am aware of the Academic Board Resolution on 'Student Appeals Against Academic Decisions' (date TBC); (4) I have written a brief statement outlining the grounds of my appeal (attached); (5) I am aware that this process does not ensure that I will receive an increased grade.
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Signed: Date:

(As amended and approved at Faculty – 17 August 2009)