

Appeal against grades - A guide for students

You may lodge a written appeal if you believe there have been procedural or factual errors in the calculation of your final results. Your subject coordinator, tutor or program manager will review the appeal and a written response will be sent to your UTS student email account no later than 10 working days from the day the appeal was lodged.

Please note: Dissatisfaction with grades alone does not constitute grounds for an appeal. Make sure you read the guidelines below before you lodge an appeal.

Frequently Asked Questions

- **What are FACTUAL ERRORS?**
 - Mark omission / Missing assessment results. If you submitted an assessment item or completed an exam but the marks do not appear on your eStudent record, and you have contacted the tutor but it still has not been corrected, you have the right to lodge an appeal. If you have copies of assessments with the tutor's feedback and grade written on them, you should photocopy these and submit them with your appeal form.
 - Incorrect assessment results recorded. If you submitted an assessment item or completed an exam but the marks on your eStudent record are different from the marks the tutor told you, and you have contacted the tutor but it still has not been corrected, you have the right to lodge an appeal. If you have copies of assessments with the tutor's feedback and grade written on them, you should photocopy these and submit them with your appeal form.
- **What are PROCEDURAL ERRORS?**
 - Students were not notified of the assignment task or question within a reasonable period before the due date. In general, you will be informed of assignment tasks in the subject outline in week 1 of the program. More detailed information about the assessment will be provided during the semester. Usually, you will have all information required to complete major assignments (i.e. worth 20% or more) 2 weeks prior to the due date of that assignment. If this period of notification was not given, you have the right to appeal on procedural grounds.
- **What do I do while waiting for appeal result?**
 - **Diploma students:**
 - If you have qualified for Final Stage Supplementary Exam and would like to appeal, you must still sit for the exam as scheduled.
 - If you have failed and lodged an appeal, you must re-enrol in the same subject while waiting for the result. If the appeal is successful and a grade of pass is awarded, you can withdraw from the subject and add another one (in accordance with the enrolment procedure and schedule). Failure to do so may cause problems with your academic record.
 - **Foundation students:**
 - Continue with your studies and attend classes as per your timetable.
- **Could I have my final exam paper remarked as it's impossible for me to get n/50 in the exam?** No. Insearch has rigorous quality mechanisms and a rigorous marking moderation process. Tutors, Subject Coordinators and Program Managers review results and where there are anomalies in a student's grades, these are routinely reviewed. Failed exams are double-marked. The Subject Coordinators may provide feedback on areas for improvement but a remark of an assessment task will not be performed at this stage.
- **Could I appeal my class mark? I have attended all lectures and tutorials.** There are no marks for attendance. Marks are awarded for assessable (measurable) tasks.
- **All my other marks are distinction; this is my only fail mark.** Tutors, Subject Coordinators and Program Managers review results and where there are anomalies in a student's grades, these are routinely reviewed.

If you think you have satisfied the requirements for an appeal, please complete the attached form.



UTS:INSEARCH Student ID Number

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INSEARCH

Appeal against a grade

Please complete Sections A and B of the appeal form. Provide all relevant information and explain in full the reason for your appeal.

A. STUDENT DETAILS:

Family Name:

Given Names:

Email:

Mobile:

B. APPEAL DETAILS:

Please Note: Dissatisfaction with grades alone does NOT constitute grounds for Appeal

Subject Code: Current Mark/Grade:

Subject Coordinator:

Tutor:

Please tick the appropriate box:

Reason: Procedural Error eg changes to assessment not advised

Factual Error eg missing or incorrect results recorded

Details:

Supporting documents attached eg photocopies of assessments or additional information

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that, to the best of my knowledge the information supplied on this form is complete and correct.

Student's Signature:

Date:



