

# Assessment Appeals Process

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What to do if you are unhappy with the results of an assessment, or think you did better than the results show OR you feel there were exceptional circumstances that impaired performance / impacted your ability to perform in the assessment...



**1 Discuss the result with you Tutor**



If you are satisfied with the outcome, the agreed result will be entered. No further action is required.



If you are **not** satisfied with the outcome after the discussion.

**2 Formal Academic Appeal**

Submit the Academic Appeal Request Form to your Campus Manager.



If you are satisfied with the outcome, the agreed result will be entered. No further action is required.



If you are **not** satisfied with the outcome determined by the Campus Manager.

**3 Final Academic Appeal**

Register a final appeal with the (Academic) Quality Manager. They will review the appeal.



If you are satisfied with the outcome, the agreed result will be entered. No further action is required.



If you are **not** satisfied with the outcome determined by the Quality Manager.

**4 Make a Complaint**

Refer to the student complaints process.