

## This leaflet is designed to help guide you through the process of **Appealing Against Assessment (AAA) at RMIT.**

If you have already had a review with your course coordinator (or you tried to get a review and couldn't) and you still feel your mark was unfair and that it meets the AAA 'grounds of appeal' you need to lodge a formal appeal with your College Appeals Committee.

### **2a) Fill out an Appeal Against Assessment College Appeal Committee form**

After going through the initial (informal) process of seeking a review with your Course Coordinator/Program Coordinator or Head of School (only if the Course and Program Coordinators are unavailable), you can lodge a formal appeal with your College. This must be done within 20 working days (i.e. 4 weeks) of the official publication of the result you're appealing.

To lodge a formal appeal, you must fill out the Appeal Against Assessment College Appeals Committee form, available from [www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms).

To have your appeal application considered, you must fill out every section as thoroughly as you can. You must tick one or more boxes in Section B to indicate the grounds (reasons) on which you're basing your appeal, and have documentation to support this. Also in Section B, you must include both a detailed account of your reasons for appealing and an account of what happened with your informal assessment review. You can attach more pages if the space provided is not enough. Make sure that you refer to the guidelines and grounds for review which are recognised by RMIT.

You can ask a Student Rights Officer at the Student Union to read over this section for you if you're not sure what to include or leave out.

Make sure you read through the form carefully and read the policy and procedure (also available at the above website). Wherever you can you should quote directly from the Assessment Principles to make it clear how your problem relates to university policy.

### **2b) Get your supporting documentation together**

Before you submit your formal AAA request, make sure you have attached relevant supporting documentation, such as evidence of going through the informal review process (i.e. emails confirming the review meeting, notes from the review, etc); your marked assessment; the Course Guide for the course (showing where it hadn't been adhered to by the assessor); or any other documents you believe support your appeal. This could include documentation from the Disability Liaison Unit or Counselling Service if, for example, you had been granted Equitable Assessment Arrangements which hadn't been followed, or documentation to demonstrate why you hadn't been able to follow through with the informal review if your School hasn't responded to you.

### **2c) Submit the AAA form to your College Office**

Once completed, scan your AAA application form (with supporting documents) and send it to the relevant secretaries of College Appeals Committee.

- DSC – [dsc.appeals@rmit.edu.au](mailto:dsc.appeals@rmit.edu.au) (ph 9925 2226)
- BUS – [bus.appeals@rmit.edu.au](mailto:bus.appeals@rmit.edu.au) (ph 9925 0324)
- SEH – [she.appeals@rmit.edu.au](mailto:she.appeals@rmit.edu.au) (ph 9925 9780)

Make sure you cc yourself into this email. In that case you will have an evidence or proof that you submitted your application on time.

Check your student email account regularly as this is how you'll be contacted by the College Appeals Committee Secretary if they need any more information or to let you know whether your appeal will be heard by the Committee or not.

## 2d) Contact the RUSU Students Service

If you receive an invitation to attend a hearing before the College Appeals Committee, you should contact the RUSU Student Rights Service. We can help you to prepare for a hearing and a Student Rights Officer can go with you to help present your case or as a support person.

## Important Points

- Remember that you need to include supporting documentation which backs up your argument for your appeal. This documentation will be used as evidence to decide whether or not to grant you a College Appeal Committee hearing, so it's crucial to include as much relevant documentation as possible. If you're not sure what to include, check with a Student Union Student Liaison Officer for advice before the form is due to be lodged.
- Make sure you complete the checklist on page 2 of the AAA – College Appeals Committee form.
- Think carefully about your decision to appeal a result because, unfortunately, an assessment appeal may actually result in a lower grade than the one you were originally given and the revised grade will be the final one – there are no more chances to appeal against a second result.

### **Disclaimer:**

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: [www.su.rmit.edu.au/rights](http://www.su.rmit.edu.au/rights)

For Additional Assistance drop into a Student Union Front Office to speak with a Student Liaison Officer

Carlton / City: Building 57, Level 4

Brunswick: Building 514, Level 2

Bundoora: Building 204, Level 2

Or, send detailed information regarding your case to [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au)

For enquiries call 9925 5004

**If required, an appointment will be made for you with a Student Rights Officer**