

College Appeals Committee  
School of Business  
RMIT University

Date:

Dear College Appeal Committee Members,

**RE: ASSESSMENT APPEAL**

I respectfully wish to submit an Appeal Against Assessment for my final grade in the course XXXXXX, which is part of the program MC200 Masters of Business IT, owned by the school of Business.

I wish to appeal on the following grounds as outlined in section 4 of the Assessment: Conduct of Assessment and Appeals Policy.

Section 4.3.2 The student has evidence that the assessment did not comply with criteria published in the course guide; or,

Section 4.3.4 The student has evidence that the assessment did not comply with University policies on assessment (i.e., an error in process has occurred).

I previously sought an informal review of my assessment on 17<sup>th</sup> July 2014. I emailed my course coordinator, Heather Douglas to review my assignment. Whilst Heather in her email correspondence mentions that the preliminary results were moderated, the adjusted marks were never published or formally notified to us on Blackboard. She said the essays marks were double marked and there is no reason to change the result.

BUSM 3886 was split into 2 assessments, the first weighing 40% and the second was worth 60%. The first assessment was an oral presentation. I received 26/40 for this assessment, and my grade was published on blackboard. My oral exam presentation marks were moderated and were notified till the final grade. I was under the assumption I had got 26/40 and was in the influence that I had done well. If the moderated score were well published before the final grade, we students would work hard on the final assessment but this was not the case in this subject.

I should have received the moderated score so that we would know where we belonged at the stage. It was only said on blackboard that it would be moderated but the marks are still not shown in the blackboard for the moderated one. The feedback would have helped, as in if the moderated scores were put way before the final essay I would have had time to make any necessary amendments.

**I believe that this assessment has breached Sections 1.2 and 1.5 of RMIT's assessment policy.**

My case against the grounds of appeal is that my marks were moderated but were never announced on the blackboard. Only the preliminary marks were put on the black board in which I got 26 out of 40. Moderated scores were never released till the final exam. I should have known before the final assessment where I stood. Later my score was moderated to 22/40 which I got to know only when I emailed my professor. I have attached the copy of the same. Also according to the course guide following things are mentioned which I would like to highlight below:

Pass (PA) 50-59%

Satisfactory work – showing evidence of the following:

- **Covers the subject or area of practice satisfactorily but with gaps and the volume of reading is not sufficient to achieve the breadth or depth found in the Credit range.**
- **Reasonable coverage of relevant literature but does not review critically, analyse, consolidate and synthesise this material in great depth or with great insight.**
- **A factual and descriptive rather than carefully argued and analytical style of writing.**
- **Argument and the use of evidence and illustration, while clear, are somewhat limited. Conclusions are limited in scope.**
- **Reflexive statements articulate a nuanced insight into own behaviour e.g. "I did this because... and..." Relates own habitual learning preferences and approaches to relevant theories about learning.**
- **Grasp of English, including spelling, grammar, vocabulary, and literary style is competent, with only minor lapses in referencing and/or use of sources, but investment of greater care and thought in organising and structuring work would be required to improve.**

To pass in the course guide they mentioned the above statements. I have uploaded my essay with these documents. I went through my document and found the remarks were not much on my grammar. There were only few spelling or grammar mistakes. Arguments were well written and were not questioned. Probably did not argue carefully according to the standards but were argued well. The only remark which I got more were on unclear statements, which I had justified.

I have attached all the documents as proof. I checked my essay and the remarks given by the marker. They mentioned I had not justified but whereas I had justified way before they mentioned also. They said it was double marked but I feel If it was then they would have seen the justification. Also they cut my marks on spellings and grammar, but when I checked hardly I could find 3 or 4 grammar errors. I am an international student and have invested a lot of

money for this program and I know how important it is for my career. I have attended the class on regular basis and participated on every seminar. I know this subject really well. I felt it was unfair to me that I failed a subject which I was very much aware.

Therefore, I respect

Fully request to appeal my assessment given the above arguments.

Thank you for your consideration.

Sincerely,

SAMPLE