

Dear College Appeals Committee Members,

RE: Assessment appeal

I respectfully wish to submit an Appeal Against Assessment for my final grade in the course VART3452 The Fine Print, which is part of the program BP201 Bachelor of Arts – Fine Art, owned by the School of Art.

As per section 4 of the Assessment: Conduct of Assessment and Appeals procedure, I would like to appeal on the following grounds:

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 after receiving my final mark on 1/12/2014, I emailed XXX (lecturer) as well as XXXX (course co-ordinator) to review my mark and received a response from Mr XXX stating he was busy that week and would respond accordingly the following week with an appointment time. This did not happen. I sent a follow up email on 8/12/2014 and received the same response. Following this I attended a meeting with a student rights officer and emailed XXXXX (Head of School of Art) to which he responded that he would follow up with Mr XXX or Mr XXXX in the New Year on this matter, which would have fallen beyond the 20 day time-limit for Appeal Against Assessment.

The fine print is a studio subject and is run as an interactive class that enables students to present their work throughout the semester to the tutor and class and receive immediate verbal feedback.

The feedback is constructive and specifically details changes and improvements to be made. This feedback provides direction to the student to complete the following assessment tasks successfully.

The feedback provided after each assessment task throughout the semester holds significance, as there is time to make any necessary amendments or changes to the work before submitting your folio for the major project, which is worth 50% of the overall mark for the semester.

During the semester there are opportunities to present works in progress for the major project and receive valuable feedback, students then have the opportunity to act on the feedback received for their major project to then work on their folio and prepare it for final assessment.

In the past semester, I had received no feedback (verbal or on a feedback sheet) on the two assessments I submitted prior to my major project, as well as receiving no marking whatsoever for my first assessment. Considering the importance of feedback in my course **I believe that this assessment has breached Sections 1.1 and 1.2 of RMIT's Assessment Policy.**

The first assessment I submitted for VART3452 was print work that was exchanged between all students in the class. I submitted my work on time and exchanged it in week 5 as described in the course guide. I am yet to receive a mark for this assessment. I have received no written or verbal feedback for this assessment. I do not know if a mark for this assessment has been included in my overall grade for VART3452.

The second assessment I submitted for VART3452 was a project proposal. This proposal forms the basis of my major project that equates to 50% of my overall mark. The project proposal is the foundation of all of this work. I received only a numerical mark for my project proposal (a pass grade). I was shocked to receive no written or verbal feedback on my project proposal. The proposal is extremely important, as the basis on which I would complete a significant amount of work, and therefore I expected feedback that would allow me to grow

and shape my project accordingly. If there had been errors in my proposal I needed to know them in order to ensure that my project developed successfully.

Further adding to this situation, I became very ill mid-semester with Epstein Barr Virus (resulting in a brief hospital stay in October), which caused me to miss the last 7 weeks of classes after the mid-semester break. During this time I communicated with both Mr XXX (lecturer) and Mr XXXX (course co-ordinator) and applied for and received Special Consideration. The outcome of my application was received on 14/10/2014 and I forwarded this outcome to both Mr XXX and Mr XXXX.

I did not receive any correspondence from Mr XXX regarding this and received no response to emails sent with queries regarding submission. Considering my subject 'The Fine Print' is a studio based subject and is interactive in nature, missing half a semester due to illness put me at a disadvantage which was even further impacted by receiving no feedback of prior assessments, no marking for one of my assessments and no email correspondence. Without this essential form of feedback I was not provided with an accurate reflection of my progress. This made it more difficult for me to assess which adjustment to assessment I needed to apply for. Without detailed feedback on my first two assignments, and without a mark for one of these, it was difficult for me to gauge my progress through the course and ask for the correct form of support.

Despite my illness and the lack of communication I still completed the assessment in question adhering to all of the curriculum required. I have not received a mark or any feedback regarding my major project.

I have received a final mark of 47 for VART3452 but I still do not understand how this mark was broken down. I do not know if this mark includes a mark for the first assessment nor do I know how much of this mark can be attributed to my major project and in which areas of this project did I succeed in or need to improve.

If I were provided with any indication that I was not on track to pass the subject, I would have taken necessary measures to correct my work to ensure that I pass. Failing this subject will extend my degree by 1 year.

Therefore, I respectfully request to appeal my assessment given the above arguments. Please see the following attachments:

1. Special Consideration application and outcome
2. Medical impact statement
3. Emails sent to XXX throughout the semester
4. Emails sent to XXX and XXXX requesting a review
5. Email sent to Head of School, requesting a review
6. Copy of Course Guide

Should you have any further question please do not hesitate to contact me. I am reachable at XXXX XXX XXX

Thank you for your consideration.

Sincerely,