



Review of Grade Policy

1. Purpose

Western Sydney University International College (WSUIC) acknowledges that there may be instances where a student believes that their final grade in a unit does not correctly reflect their performance against the criteria. Student may choose to informally discuss their concern with the academic responsible for the unit. Where the informal approach is not appropriate, or the student wishes to take the matter further, this policy provides a process for a more formal application for a Review of Grade

2. Scope

This policy applies to all WSUIC students and the staff involved in the assessment process.

3. Definitions

“Review of Grade”

means an appeal by a student against the final grade issued at the end of a teaching session.

4. Policy Statement

4.1 This policy applies to all units offered by WSUIC in both award and non-award enrolments.

4.2 The review will be of the final grade issued at the end of a teaching session.

4.3 A student may apply for a Review of Grade provided the student has completed all the essential assessment requirements set down in the Learning Guide issued at the commencement of each teaching session.

4.4 A grade cannot be reviewed where the grade awarded is the outcome of a determination under Academic misconduct.

4.5 There will be a prescribed charge for a review of a passing grade. The charge will be refunded to any student whose final grade is revised as the result of the “Review of Grade”

4.6 A student may apply for a review of a final grade if they have reason to believe that:

- they were not provided with Learning Guide as required;
- the assessment requirements as specified in the Learning Guide were varied in an unreasonable way;
- assessment requirements specified in the Learning Guide were unreasonably



or prejudicially applied to the student;

- a student is of the view that a clerical error has occurred in the computation of the grade; and/or
- due regard has not been paid to the evidence of serious misadventure, accident or extenuating circumstances (that was previously provided as part of an application for Special Consideration).

5. Applying for a Review of Grades

- 5.1 Students seeking review of individual items of assessment should, in the first instance, approach the academic staff member responsible for the marking of that assessment item. Where, after such discussion, the student believes an error persists or the result is not a fair reflection of the student's work, the student may apply for review at the end of the session following notification of the final grade.
- 5.2 An application for Review of Grade must be lodged electronically, using the appropriate form, together with the prescribed charge (if appealing against a passing grade), within ten working days of the official notification of results on the web.
- 5.3 The grounds for the application for Review of Grade(s) must be clearly described in a supporting statement to the application. It is not sufficient merely to state that there has been an error or an injustice.
- 5.4 A separate application must be lodged for each unit. A separate fee (if eligible) must be paid for each unit. The charge will be refunded to any student whose application is successful.

6. Consideration of Review of Grade Applications

- 6.1 The Course/Program convenor of the unit will provide a written electronic response addressing the grounds for the Review of Grade outlined by the student to the Academic Director or nominee.
- 6.2 The Academic Director or nominee will consider the student's application and the response from the Course/Program convenor and determine whether the grade should be changed.
- 6.3 Where the Academic Director or nominee has been involved in teaching a unit which is the subject of a review application, an alternate who has not been involved in the teaching of the unit will consider and determine the application.
- 6.4 An application for a Review of Grade will be rejected when one or more of the following apply:
- The student has been the subject of a determination under the Student Misconduct Rule or the equivalent College policies;
 - no reasonable grounds (as outlined in Clause 5) are stated in the application for review of grade(s);
 - in the normal course of events, the piece or pieces of work have already been assessed by at least two people knowledgeable in the field;



- reasonable grounds exist to review the grade, but such a review, if conducted, would not result in any alteration of the grade; or
- the student has not completed all essential requirements of the unit (except in some cases of special consideration).

7. Outcome of Review of Grade

7.1 Where a student's Review of Grade application results in a change of grade, the Academic Director/Course Convenor will notify the outcome to the student via their student email account.

7.1.1 The Academic team will reflect the relevant change in Navigate.

7.1.2 The Academic team will notify the student services team who will organise refund of the prescribed charge.

7.2 Where an application for a Review of Grade is rejected, or does not result in a change of grade, the student will be advised via their University student email account, normally within one (1) week after the decision, of the reason(s) for the outcome and will not be entitled to a refund of any prescribed charge paid.

8. Quality and Compliance

8.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.

8.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

8.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

8.4 New staff will receive policy information during the induction process where it relates to their position.

9. Related Forms and Documents

- Application for Review of Grade



10. Related Policies, Procedures, Guidelines and Legislations

- POL 26 WSUIC Academic Integrity Policy
- POL 27 WSUIC Course Design, Approval, Review and Discontinuation Policy.
- POL 18 WSUIC Special Consideration Policy
- POL 06 WSUIC Examinations Policy
- POL 38 WSUIC Record Management Policy
- POL 37 WSUIC Privacy Policy
- POL 04 WSUIC Assessment and Moderation Policy
- HESF 2021 Standard 1.4 Learning Outcomes and Assessment, Standard 1.5 Qualifications and Certification
- WSU Assessment Policy – Criteria and Standards Based Assessment

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owner:	Academic Director/Academic Leadership Team
Approval Date:	21/09/2021
Date for Next Review:	21/08/2025

Amendments		
Revision Date	Version	Summary of changes
21/09/2021	1	New Policy Developed
22/08/2023	1.1	Update to clause 4.5 to clarify the refund eligibility and updates to related polices in section 10 Amend “candidate” to “student” for consistency