# Important Information

At North Metropolitan TAFE (NMTAFE) we want to ensure quality assessment outcomes for all our students. To do this we focus on providing a consistently high standard for all written and practical assessments. If you feel there is a problem with the way your assessment was conducted or the way the assessment decision was made, we want you to tell us, so we can review what happened and make any necessary improvements.

**What is an Academic Appeal?**

An Academic Appeal is when you ask for a review of a decision about an assessment, your academic progress, or an award. If you are not satisfied with the assessment process undertaken or the way the assessment decision was made, based on the work you submitted or your performance during practical assessments, you have the right to lodge an appeal. You do this by completing the following form, telling us about the decision and why you feel dissatisfied. You must lodge your completed form with Client Services within 20 working days of receiving your assessment result. All NMTAFE and TIWA enrolled students lodge their appeals using this form.

**Do I have to pay a fee for an Academic Appeal?**

No, there is no fee for an Academic Appeal.

**Before you lodge your Academic Appeal:**

* Please read the North Metropolitan TAFE Academic Appeals Policy if you need information about your right to appeal or the principles we follow when reviewing the assessment decision.
* We encourage you to meet with your Lecturer, Head of Programs, Principal Lecturer or Portfolio Director to discuss your concerns in the first instance, although this is an optional step.
* If you are still dissatisfied after discussing your concerns, then you should go ahead and lodge an Academic Appeal using this form.

**Is evidence required for your Academic Appeal?**

Yes, you must clearly describe what went wrong with the process from your point of view and also provide evidence to support this. Your evidence must relate to the basis for your appeal, as listed in the table below. The table provides guidance about the evidence you need to provide for the basis (one or both) for your appeal.

|  |  |
| --- | --- |
| **Basis for appeal** | **The evidence you need to provide** |
| 1. The assessment process | * A copy of the Learning and Assessment Plan (LAP) provided by your lecturer. * A brief explanation of how the assessment differed from the description given in the LAP. * Any other evidence you feel is relevant. |
| 2. The assessment decision | * The evidence you submitted for assessment including evidence from practical assessments (if relevant). * A brief description of why you feel the assessment judgement was incorrect. * Any other supporting evidence. |

# What if you need support for your Academic Appeal

You can seek support from your lecturer, Head of Programs, or from Client Services at your NMTAFE campus.

You are also entitled to be accompanied by a support person during any discussions regarding your assessment results.

If you have a disability, mental health or medical condition and need support to assist you with this process, contact the [Access and Learning Support](https://www.northmetrotafe.wa.edu.au/current-students/accessibility-and-learning-support-students-disability-mental-health-and-medical) office on [9427 1314](tel:+61894271314) or by email to [access.support@nmtafe.wa.edu.au](mailto:access.support@nmtafe.wa.edu.au).

If you disclosed this during the course of your studies and requested reasonable adjustment, but this was not implemented, and you believe that this may have had an impact on your results, you may wish to seek advice for your appeal from Student Support.

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | Student ID: |  |
| Given name(s): |  | Date of Birth: |  |
| Email: |  | Phone / Mobile: |  |

# Qualification Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification National Code: |  | Qualification Title: |  |
| Unit National Code: |  | Unit Title: |  |

# Appeal Details

I request that a decision be reviewed relating to  my assessment /  my academic progress /  my award.

**Reason for Request.**

|  |
| --- |
|  |

**What attempts have you made to address your concerns?**

|  |
| --- |
| *E.g. met with lecturer and/or Principal Lecturers.* |
| **Please list the evidence you have attached to support your Academic Appeal.** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Office Use Only:** |  |
| Portfolio |  |
| Principal Lecturer / Head of Program |  |
| Application forwarded to Review Panel |  |
| Copy forwarded to Quality and Development |  |
| Copy forwarded to [evaluation.feedback@nmtafe.wa.edu.au](mailto:evaluation.feedback@nmtafe.wa.edu.au) |  |
| Panel comments |  |
| Original result |  |
| Reviewed result |  |
| Panel Chair Signature |  |
| Student advised of appeal result | Date: |
| Enter new result in SMS | Please forward form to SSS if the student’s result has changed |
| New Result to Award Team | Please forward to the Award Team if a new Statement of Academic Record is required. |