ANU COLLEGE OF LAW

ASSESSMENT REVIEWS AND APPEALS

This statement applies to all undergraduate and graduate coursework in the ANU College of Law (LLB, JD, MLP (including GDLP), Migration, Masters and Military Law Programs). It outlines the steps to be followed by a student seeking a review of a result for an assessment task within a course or a final course result and is based on the ANU Student Assessment (Coursework) Policy and Procedure and the ANU Assessment Rules.

All students have a right to seek a review of, and to appeal against, a result for an assessment task within a course, or their final result in a course. In accordance with Assessment Rules, rule 10(1), that right crystallises after the student’s final result for a course has been published.

However, where the result is for an assessment task in relation to which failure to pass or to attain a particular mark has the effect of precluding a student from progressing in the course (including preventing him/her from taking the final exam), the student may seek a review of the result for that assessment task and must do so within three days of receipt of that result.\(^1\)

In all cases, the student must first discuss the result in question with the course convenor.\(^2\) In relation to specific assessment tasks during the course of the semester, this discussion will most appropriately take place shortly after receipt of the marked work. The convenor may refer the student to the staff member who examined the work. Many concerns over results are resolved by informal discussion at this threshold stage. The College expects students to collect/access marked assessment promptly and to raise any concerns as soon as possible. Unreasonable delay in doing so may significantly undermine a student’s application.

If after such discussion, a student believes they have received an inappropriate or incorrect result (because the established criteria of assessment or some aspect of the Assessment Rules or relevant policy or procedure has not been followed) and wishes to appeal that result, the following procedures apply.

**STAGE ONE** The student may, within 20 working days of the day the final result for a course is published, make formal representations to the course convenor querying the result (NB this time limit is strictly enforced). The student must state why they believe ‘that the established criteria of assessment or some aspect of the Assessment Rules or relevant policy or procedure has not been followed’ (Assessment Rules, rule 10(3)).

The course convenor will consider the representations bearing in mind the need to ‘ensure that the academic performance of each student attempting the course is adequately and fairly assessed’ (Assessment Rules, rule 9(2)(a)). The convenor will notify the student of the outcome within 20 working days of receiving the representations.

**STAGE TWO** If a student is still dissatisfied with a result after Stage One, they should submit a written appeal to the nominee of the Associate Dean (Education) via the Student Office:

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1 The 20 working day timeframes set out in Stages One-Three apply only to appeals launched after the final result for a course is published. An assessment task that has already been the subject of a review of results because it falls within the description in this paragraph cannot be the subject of any further review sought by a student after the publication of results.

2 Students may need to check their course resources to determine who is designated as course convenor for the purposes of this appeal process.
• an appeal must be lodged within 20 working days of the student being notified of the course convenor’s decision at Stage One (NB this time limit is strictly enforced)
• the nominee of the Associate Dean (Education) is
  o LLB/JD/Masters - Head of School
  o GDLP/Migration/Military - Director, Legal Workshop
• the appeal must clearly state why ‘the student believes that the established criteria of assessment or some aspect of the Assessment Rules or relevant policy or procedure has not been followed’ and include ‘any relevant supporting evidence’ (Assessment Rules, rules 10(3) and (4))
• the student will be informed of the outcome and the reasons in writing within 20 working days of the nominee receiving the appeal

STAGE THREE Appeals against a Stage Two decision can be made to the Dean on procedural grounds only. There is no appeal from Stage Two on the merits. A Stage Three appeal must be lodged within 20 working days of the student being notified of the Stage Two outcome (NB this time limit is strictly enforced). The Dean’s decision is final and will be notified to the student in writing within 20 working days of the Dean receiving the appeal.