

Grade Review Policy

Document

Document Name	Grade Review Policy
Brief Description	This policy provides information on the grade review process for current students of the Sydney Institute of Business and Technology (SIBT).
Responsibility	Academic Board
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
30/07/2013	1	New policy	Senior Management Team
05/02/2016	2	Updated for 2016 and endorsed by SMT	Senior Management Team
11/03/2016	3	Approved by Interim Academic Board	Academic Board
21/03/2019	4	Approved by Academic Board	Academic Board
25/7/2023	5	Amendment from 'reviewing final unit grade' to 'reviewing individual assessment grades'.	Academic Board

Related Documents

Name	Location
Student Complaints and Appeals Policy	SIBT Website
Academic Integrity Policy	SIBT Website
Program Progress Policy	SIBT Website
Student Code of Conduct	SIBT Website
Assessment Policy	SIBT Website
Grade Review Application	SIBT Website
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/



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1. Purpose

- a) The Sydney Institute of Business and Technology (SIBT) strives to apply rigorous quality assurance processes when assessing a student's work and awarding grades for units.
- b) The purpose of the Grade Review Policy is to provide a framework for the review of an assessment outcome in the instances where a student believes the grade awarded for an assessment does not adequately reflect their performance against the criteria for the assessment.

2. Definitions

Term	Meaning
Feedback	Guidance and comments provided by a teacher to a student on their performance in an individual assessment task during any study period. Feedback is usually provided in a written form. The purpose of the feedback is to provide students with an opportunity to: <ul style="list-style-type: none"> • Reflect on their performance and learning; • Prepare for future assessment tasks; • Improve their learning outcomes; • Evaluate their work against criteria and requirements set out in the unit guide.
Grade Review	A process available to students wanting to query a mark achieved for an individual assessment.

3. Application

- a) The Grade Review Policy applies to any:
 - i. Student enrolled in a unit of study at SIBT;
 - ii. Grade a student receives for an individual assessment task.

4. Policy Statement

- a) A grade cannot be reviewed where the grade awarded is the outcome of an Academic Misconduct case.
- b) A student who is ineligible to apply for Grade Review but may have extenuating (compassionate and compelling) circumstances, is encouraged to contact the Student Learning Advisor and potentially apply for Special Consideration in accordance with the Special Consideration Policy.
- c) The Grade Review will be undertaken by the relevant staff involved in the teaching, assessment, management, and review of the unit concerned.
- d) If the student is dissatisfied with the outcome of the grade review and can provide additional evidence to support their case, they may lodge an appeal.

5. Feedback on Assessment Tasks

- a) For an in-session assessment, the relevant teacher will provide students with the assessment outcome and individual feedback within 14 calendar days of the submission of the assessment.

- b) SIBT academic staff are available for one-on-one consultations if a student requires additional feedback on a particular assessment or group of assessments.
- c) If, after feedback, a student believes that their grade for a particular assessment does not reflect their performance in that assessment against the criteria, the student can request a grade review.

6. Grounds for Grade Review

- a) A student may apply for a grade review on the following grounds:
 - i. A clerical error occurred in the determination of a final grade;
 - ii. The student was disadvantaged by variation to the assessment requirements or feedback provisions laid out in the unit guide;
 - iii. Consideration was not given to the student's extenuating (compassionate and compelling) circumstances, which were found to constitute grounds for special consideration as outlined in the Special Consideration Policy;
 - iv. The student was disadvantaged by the way the assessment was conducted;
 - v. The student believes, after feedback received, that their grade for a particular assessment did not reflect their performance against the criteria.

7. Process

7.1 Applying for Grade Review

- a) A Grade Review application must be lodged within seven (7) calendar days of the grade for the relevant assessment being published on the Student Portal.
- b) The Grade Review application is available on the SIBT website.
- c) The grounds for the application for grade review must be clearly described and supporting documentation submitted with the application. It is not sufficient merely to state that there has been an error or an injustice.
- d) A separate application must be lodged for each assessment.

7.2 Consideration of Grade Review Applications

- a) Each grade review application will be:
 - i. Considered on its own merits.
 - ii. Processed by the relevant Program Convenor considering the following:
 - Grounds for the application;
 - Performance in the reviewed unit;
 - Attendance for the reviewed unit;
 - Correctness of the results data entry for the reviewed unit;
 - Overall student performance in the enrolled course.
- b) Where there is a grade change required, the Program Convenor will forward the outcome and recommended revised grade to the Academic Director or nominee for review and approval.
- c) Once the outcome has been approved by the Academic Director, the grade will be adjusted, and the student will be notified.
- d) If the Academic Director or Program Convenor (or their nominee) has been involved in teaching a unit which is the subject of a grade review, another eligible nominee who



has not been involved in the teaching of the unit will consider and/or authorise the outcome of the application.

7.3 Outcomes of Grade Review Applications

- a) The application will be reviewed within seven (7) calendar days from the date of receipt.
- b) The notification of the outcome of a grade review will detail the reasons for the decision and will be sent to the student via email by the student administration team.
- c) After receiving the outcome of the grade review, if a student is dissatisfied, they can appeal against the decision.

7.4 Applying for Grade Appeal

- a) Students wishing to submit an appeal must complete an application available on the SIBT website. The appeal application must be supported by additional relevant evidence.
- b) The appeal application must be submitted within 20 working days from the date of the outcome of the Grade Review.
- c) The appeal will be assessed by the Appeal Committee including the Academic Director and Quality and Compliance Manager. For more information, refer to the Student Complaints and Appeals Policy.

8. Monitoring and Reporting

- a) The Academic Director is responsible for the collation and analysis of information about the nature and number of grade reviews and appeal cases. A report on the results of this analysis is provided to the Academic Board after each session.