

Review of Individual Assessment Outcomes Procedure

Document

Document Name	Review of Individual Assessment Outcomes Procedure
Brief Description	This procedure provides information on the process for current students seeking a review of outcomes of an assessment task at the Sydney Institute of Business and Technology (SIBT).
Delegated Approver	Academic Director
Initial Issue Date	7/7/2025
Date for Next Review:	7/7/2026

Version Control

Date Approved	Version No.	Summary of Changes	Approver
7/7/2025	1	New procedure	Academic Board Chair and Academic Director

Related Documents

Name	Location
Academic Integrity Policy	SIBT Website
Assessment Policy	SIBT Website
Special Consideration Policy	SIBT Website
Student Complaints and Appeals Policy	SIBT Website
Grade Review Policy	SIBT Website
Grade Review Application	SIBT Website
Review of Assessment Outcome Request Form	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 marks for assessment tasks in units of study.
- b) The purpose of this Procedure is to provide a framework for the review of an assessment outcome in instances where a student believes the assessment mark awarded for an assessment task does not adequately reflect their performance against the criteria for the assessment.

2. Definitions

Term	Meaning
Assessment Mark	The measured level of achievement for a specific assessment item or task which may contribute to a final subject result.
Assessment Task	An activity students undertake to demonstrate (or display) the nature and depth of their learning and to confirm whether they have achieved the learning outcomes as set out in the Unit Guide.
Conflict of Interest	A conflict between performing an official duty and another interest that has the potential to interfere with the proper performance of that official duty. A conflict of interest can be actual, perceived, or potential.
Feedback	Guidance and comments provided by a teacher to a student on their performance in an individual assessment task during any study period.
Review of Assessment Task	A process available to students wanting to query a mark received for an individual assessment task.
Review of Final Grade	A process available to students wanting to query a final grade awarded for a unit of study.
Rubric	A matrix or grid of an explicit set of marking criteria and performance standards used to assess student work during the assessment task and all its components. These are sometimes called "criteria sheets", "grading schemes", "scoring guides", or "marking schemes". They are consistent, equitable, and transparent assessments tools.

3. Application

- a) This Procedure applies to:
 - i. all SIBT students and staff, and
 - ii. in session assessment marks only

4. Procedure Statement

- a) SIBT is firmly committed to treating all students equitably and fairly in all aspects of learning and teaching.
- b) Students are encouraged to review feedback and discuss assessment results with the academic staff member responsible for marking their assessment task to gain greater insight into the basis of their assessment outcome and the alignment of the outcome with the assessment marking criteria and rubric.
- c) The [Assessment Policy](#) explains processes and timelines for providing feedback to students on individual assessment tasks.

- d) This Procedure supports the [Assessment Policy](#) by detailing the requirements for review of marks for an individual assessment task when requested by a student after the publication of the in-session mark.
- e) Students who disagree with the outcome of an individual assessment task are entitled to have their concerns addressed.
- f) For a review of the final grade for a unit, students are referred to the [Grade Review Policy](#).

5. Process

5.1 Informal Review of an Individual Assessment Outcome

- a) Students seeking review of an individual item of assessment must, in the first instance, speak or write to the academic staff member responsible for the marking of that assessment item or to their Unit Coordinator within five (5) working days of being notified of their mark via email using their student email account.
- b) The informal review of an individual assessment task outcome will be undertaken by one or more relevant academic staff involved in the teaching and assessment of the unit concerned.
- c) A student who does not seek an informal review of an individual assessment outcome within five (5) working days, but who may have extenuating (compassionate and compelling) circumstances, is encouraged to contact a Student Learning Advisor and discuss an application for Special Consideration. (Refer to the [Special Consideration Policy](#).)
- d) Special Consideration Application forms are located in the SIBT Student Lounge and on the SIBT [website](#).
- e) An assessment outcome cannot be reviewed where the mark awarded is the outcome of an Academic Misconduct case. (Refer to the [Academic Integrity Policy](#).)
- f) A student will normally be advised of the outcome of a request for an informal review of an individual assessment outcome within five (5) working days from the date of receipt of the request. Delays may be encountered when, for example, an additional reviewer/marker is required to review the mark. If there is a delay, the student will be notified by the Unit Coordinator in writing of the revised timeline for review.
- g) The informal review outcome notification will include the reason/s for the decision. It will be sent to the student using 'Comms with Students' functionality in SIBT Portal I by the Unit Coordinator.
- h) After receiving the informal review outcome notification, if a student is dissatisfied with the informal review process, they can seek a formal review of the decision.

5.2 Formal Review of an Individual Assessment Outcome

- a) Students who are dissatisfied with the outcome of their informal review may choose to raise their concerns with the relevant Program Convenor, if they have evidence to support one or more of the following grounds that:
 - i. there was bias on the part of the assessor; or
 - ii. the assessment was inappropriately constructed; or
 - iii. the assessment rubric and/or marking criteria provided to the student to complete the assessment were inadequate; or
 - iv. the difficulty or complexity of the assessment exceeds what is appropriate for the unit, based on the learning outcomes and/or the content and skills taught in the unit; or
 - v. the assessor made an error of fact in assessing the content of the submitted work.

- b) Applications must be submitted using the [Review of Assessment Outcome Request Form](#) on the SIBT website within five (5) working days of receipt of advice of the informal review outcome.
- c) A student may seek advice and assistance from a Student Learning Advisor in preparing for and lodging their formal request for review.
- d) The relevant Program Convenor will immediately advise the Academic Lead if a conflict of interest is identified. The Academic Lead will either assess the application or reassign it to another Program Convenor.
- e) The Program Convenor will within five (5) working days of having received a request for a formal review of an assessment outcome:
 - i. make relevant enquiries into the matter, which may include, but are not limited to, discussing the result and the feedback with the student and the assessor and/or arranging a re-mark of the assessment task by an alternative assessor;
 - ii. determine that either:
 - i. the result stands without amendment; or
 - ii. an amended result is appropriate and should be recorded.
- f) The Program Convenor is responsible for maintaining the Review of Assessment Outcome Register and ensuring all relevant stakeholders are informed of the outcome.
- g) The Program Convenor or the Unit Coordinator (if directed to by the Program Convenor) will record the outcome and, if necessary, adjust the mark.
- h) Notification of outcome will include the mark and the reason/s for the decision. It will be sent by the Program Convenor using 'Comms with Students' functionality in SIBT Portal to the student, the assessor and any other relevant person within three (3) working days of the decision.
- i) The determination made by the Program Convenor is final.
- j) Students will have the opportunity to apply for a unit grade review after the final unit grades have been published, if they are still dissatisfied with their mark and it has an impact on their final unit grade. (Refer [Grade Review Policy](#).)

6. Review

- a) This Procedure will be reviewed by the Delegated Approver and the Quality and Compliance Manager annually or following changes to the overarching Policy.