

Governance New Zealand Incorporated

Assessment Appeals Guidelines

1.0 Introduction

1.1 These guidelines have been prepared for the benefit of all parties involved in the procedures established by Governance New Zealand to deal with academic appeals raised by students enrolled in Professional Education Programme modules in relation to assessment marks awarded.

2.0 General principles applicable to student appeals

2.1 Governance NZ's guiding philosophy is that all students are entitled to be treated fairly and without bias, with dignity and paying due regard to their privacy.

2.2 In view of their serious nature, all appeals will be dealt with by Governance NZ without undue delay.

2.3 Students will not be disadvantaged by the fact that they have lodged an academic appeal in the past.

2.4 Each case will be dealt with on its own merit and in accordance with its own circumstances.

3.0 Assignment

3.1 All markers have been supplied with a detailed marking guide to ensure consistent, accurate and impartial marking of all assignments.

3.2 Having received the assignment results, students are encouraged to compare their marked assignment to the Assignment Marking Guide document that would be made available.

3.3 A student who is dissatisfied with the marking of his or her assignment should first contact the Education Executive within ten (10) business days after the official date from the issue of results for an initial discussion of the procedures followed by Governance NZ. Past experience indicates that an explanation of these procedures, including how assignments are marked and standardised, will often fully satisfy the student's concerns.

3.4 If, after this initial discussion has taken place, the student is still dissatisfied, he or she may express his or her concerns in writing, through the Chief Executive, to the Assessment Review Panel, who may either respond to the student's concerns or refer the matter to the marker. A written report will then be provided to the student.

3.5 If, after the receipt of this report, the student is still dissatisfied with the outcome, the Assessment Review Panel, should they consider the circumstances so warrant, may send the assignment to be re-marked.

3.6 A non-refundable **assignment re-mark fee of \$50 +GST** will be levied for each module to be re-marked. The required fee would need to be paid prior to the re-mark.

3.7 Once the re-mark is completed, a final mark will be allocated to the assignment after taking into consideration the marks awarded by both markers and then notified to the student.

4.0 Examinations Marks & Final Grades

4.1 All markers have been supplied with a detailed marking guide to ensure consistent, accurate and impartial marking of all examinations.

4.2 Where on the initial marking of his or her examination script, a student is awarded a Fail grade, Governance NZ's standard practice is to have the candidate's scripts remarked in full by a second marker for the module.

4.3 The final mark awarded to the candidate will be determined by the Assessment Review Panel, after considering the report of the second marker, who has reviewed all the candidate's examination scripts, and then recommended to the Education & Professional Standards Committee for final decision.

4.4 It is not the practice of Governance NZ to re-mark the scripts of a candidate whose mark is on the borderline between two different pass grades.

4.5 Any student who is dissatisfied with the final grade awarded in a module may apply to Governance NZ for a clerical re-addition of the examination marks by contacting the Education Executive within **ten (10) business days** after the official date from the issue of results. If an error is found, the mark will be adjusted accordingly. The student will be advised of the outcome of this process.

4.6 If, having received this advice, the student is still dissatisfied with the grade awarded, he or she may apply, through the Chief Executive, to the Assessment Review Panel, who will review the matter and respond to the student.

4.7 If the Assessment Review Panel considers this to be appropriate, he or she may consult with the relevant examination writer and/or expert practitioners.

4.8 In the case of a student who disputes the precise level of a pass grade (ie Pass, Merit and Distinction), a decision by the Assessment Review Panel will be communicated to the student.

4.9 Where, following the completion of the above procedures, the student is still dissatisfied with the grade, he or she may request in writing to the Assessment Review Panel for the examination paper to be re-marked.

4.10 If the Assessment Review Panel is satisfied that there are sufficient grounds for an examination re-mark, the student will be notified.

4.11 A non-refundable **examination re-mark fee of \$50 +GST** will be levied for each module to be re-marked. The required fee would need to be paid prior to the re-mark.

4.12 The re-mark of examination papers may be conducted by the Assessment Review Panel for the module.

4.13 Once the re-mark is completed, a final mark will be allocated to the examination after taking into consideration the marks awarded by both markers and then notified to the student.

4.14 Where, after the examination re-mark, the student is still dissatisfied with the grade awarded, he or she may appeal by notice in writing to the Education and Professional Standards Committee. This notice should contain a statement by the student of the grounds for the appeal and should be forwarded to the

Chief Executive.

4.15 If there is sufficient ground for an appeal, the Education and Professional Standards Committee will review the student's appeal and provide Governance NZ with the outcome of the appeal. The student will then be notified. Please note that the decision by Governance NZ's Education and Professional Standards Committee is final.