

Policy	
Grade Appeal Policy	
1. Policy Statement	SAE applies assessment principles to ensure that students assessment (and subsequent grades) are fair, valid, flexible and reliable. Where a student believes that one or more of these principles has not been applied
2. Purpose	This policy describes SAE's principles of assessment and the grounds and process which applies to students who wish to appeal a grade decision made by SAE.
3. Scope	This policy applies to SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. "Student" means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.
4. Associated Policies & Procedures	<ul style="list-style-type: none"> ● Student Dismissal & Code of Conduct Policy
5. Associated Documents	<ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation
6. Policy	<p>6.1 SAE's Assessment Principles Student assessment is a mechanism for ensuring the attainment and maintenance of academic standards. SAE Institute requires that student assessment strategies are:</p> <ul style="list-style-type: none"> ● Fair, ● Valid, and ● Reliable. <p>The Institute will ensure assessment requirements are effectively communicated to students through the publication of course materials.</p> <p>6.2 Flexibility of Assessment Where appropriate, students may be afforded some degree of flexibility in the means by which they can demonstrate their achievement of the learning outcomes of a module of study.</p> <p>Such flexibility is usually only provided where mitigating circumstances are approved. Such mitigating circumstances and alterations to assessment may be granted at the sole discretion of the Senior Educational. In such cases, students will be provided written correspondence to confirm such an arrangement.</p> <p>6.2 Grounds for an Appeal of an Assessment Students may appeal a grade provided for an assessment item within a course of study on the grounds that they have reason to believe that SAE</p>

	<p>has not applied to the Assessment Principles outlined in section 6.1 this policy.</p> <p>6.3 Process of a Grade Appeal of Assessment Prior to a grade appeal, all students are encouraged to seek further feedback and clarification on their assessment from their Instructor. If further feedback and clarification does not satisfy the student's concerns then a grade appeal may be lodged in accordance with the following steps;</p> <ol style="list-style-type: none"> 1. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a <u>written appeal</u> to the Senior Educational Administrator <u>within 5 school days of receiving their assessment grade</u>. In this appeal, the student must provide a reason for their appeal which relates to how an instructor may not have applied SAE's Assessment Principles outlined in this policy. 2. At this stage, the Senior Educational Administrator will assess the student's written appeal and decide to either progress the matter, seek additional evidence or dismiss the appeal. <ol style="list-style-type: none"> a. An appeal may be dismissed where the Senior Educational Administrator believes that insufficient rationale has been provided by the students to warrant a grade appeal and/or where the appeal does not adequately describe how SAE's assessment principles has been breached. 3. Where the Senior Educational Administrator believes there is ground for an appeal, they will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the test. 4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. 5. If the student achieves a lower grade on re-assessment, the original grade will be retained. 6. The grade will be considered final and cannot be appealed. 7. Decisions on the grade appeal will be provided to the student within 5 school days of receipt of the original written appeal. <p>6.4 Grade appeal of a Course Outcome SAE students may appeal the grade outcome of an individual assessment, but may not appeal the grade for an entire course.</p>
--	---

Administrative Information & Version Control

Date	Summary of Changes	Approved by
01/02/2017	Initial Version	
30/05/2019	Revised for new format & definitions of assessment principles added.	L.McMillan. Dean.