

Assessment Results Query Timeline

This timeline applies to the query of Assessment results other than Final Grades, Query of Final Grades and Appeals Against a Final Grade.

Step	Reference	Timeline	Action
1		day 1	Notification of mark for assessment item
2	Rule 3, Section 13	within 5 days of step 1	Query of Assessment Results other than Final Grades
3			Posting on SCU web site of Final Grade by Student Services
4	Rule 3, Section 14	within 15 days of step 3	Query of Final Grade by student contact unit assessor contact course coordinator write to Head of School
5		within 10 days of step 4 (c)	Head of School notify student and Student Services of outcome of Query
6	Rule 3, Section 15	within 10 days of step 5	Appeal Against a Final Grade by student
7			Appeal letter received by Secretary of Academic Board Appeals Committee
8	Procedure	within 5 days of step 7	Secretary verify procedure followed as set out in Rules Relating to Awards
9	Procedure		letter to student confirming receipt of letter - (a) stating grounds of Appeal and/or asking them to confirm these are the grounds OR (b) referring them back to Head of School
10		see Steps 4, 5 and 6	<ul style="list-style-type: none"> • if student successful with request for review by Head of School, no further action required • if unsuccessful with request for review by Head of School OR <ul style="list-style-type: none"> • if they have already completed this step • proceed to the next step
11	Procedure	within 5 days of step 7	send appeal to Head of School for their comments

Step	Reference	Timeline	Action
12		within 5 days of step 11	Head of School reply
13	Procedure		Secretary compile all necessary information
14	Procedure	within 2 days of step 12	Secretary send Appeal and all related information to Chair of Appeals Committee
15	Procedure	within 2 days of step 14	Chair makes determination to: (a) attempt to resolve through negotiation OR (b) reject OR (c) hold a hearing by Appeals Committee
16		within 5 days of step 15	Chair negotiate with relevant staff as appropriate OR
17			Secretary write to student informing them their Appeal is rejected OR
18			Secretary write to student informing them their Appeal is going to a Hearing
19	Procedure	within 10 days of step 18	Hearing of Appeal by Appeals Committee
20	Procedure	within 5 days of step 19	Student advised in writing of determination of Appeals Committee
21	Procedure	within 5 days of step 19	Copies of the determination of Appeals Committee provided to: Head of School other members of staff immediately involved in the appeal Student Services
22	Procedure	within 5 days of step 19	Memo to Head of School notifying of result and raising any issues referred by the Appeals Committee
			Memo to Academic Board raising issues referred by the Appeals Committee and where appropriate making recommendations
Total = 70 days from Step 4 40 days from Step 7			