Guideto Grade Appeals

For more information, view the Grade Appeal Policy: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/grade-appeal

MY FINAL GRADE SHOULD HAVE BEEN HIGHER, WHAT CAN I DO?

Macquarie University has qualified academics who are experts in their field and the university respects the integrity of their marking. If you simply disagree with your grade then you do not have grounds for an appeal – you can only appeal on one of the specified grounds in the Policy (see below).

If you do not have grounds you may have to accept your grade. We understand this can be distressing; in this case, you should always seek help and support. The University offers many support services, such as counselling or careers advice.

For wellbeing support contact Campus Wellbeing:
   Email: campuswellbeing@mq.edu.au
   Phone: (02) 9850 7497
   Visit: Level 2, 16 Wally's Walk, Macquarie University, North Ryde NSW 2109

For career advice contact the Career and Employment Service
   Email: careers@mq.edu.au
   Phone: (02) 9850 7372
   Visit: Level 2, 18 Wally's Walk (MUSE Building), Macquarie University, North Ryde, NSW 2109

HOW DO GRADE APPEALS WORK?

You can only appeal your final grade. Appeals at Macquarie University are based on procedural grounds. Grade Appeals must identify where the University has not followed appropriate procedure.

WHAT SHOULD I DO BEFORE LODGING A GRADE APPEAL?

Check your grade is accurate. Some faculties offer an opportunity to review your exam paper. This review allows you to identify any areas you need to focus on and to detect whether procedural errors have occurred.

You will not be able to take photos or notes, so you will need to remember where any problems are in your paper as you will need to mention these in a grade appeal.

WHAT ARE THE GROUNDS FOR A GRADE APPEAL?

A formal Grade Appeal must be supported by evidence. Grounds for a Grade Appeal are:

1. A clerical error occurred in the determination of a final grade
   - e.g. Your marks were not added up correctly.
2. The Unit Guide was not in accordance with the Assessment Policy Schedule 6 and/or the Unit Guide Procedure
   - e.g. There were two different unit guides provided for your unit which have conflicting information.

3. Due regard was not paid to an illness or misadventure that had been found to be eligible for special consideration
   - NOTE: If you did not lodge a Special Consideration request, or, the request was rejected, you cannot appeal on this ground.
   - e.g. You were granted an extension on your assignment after you put in a Special Consideration Application – but now you find you have lost marks for submitting your assignment late.

4. The student had been disadvantaged in some way due to the conduct of an assessment task
   - e.g. For your oral presentation, you were only given the opportunity to speak for 10 minutes and had to rush the end of your speech because the time allocated to the tutorial had finished and a new class was waiting outside. Everyone else in the class got a full 15 minutes for their presentation.

5. The student had been disadvantaged by variation of the assessment requirements or feedback provisions laid out in the Unit Guide
   - e.g. The unit guide stated that the exam would be a mix of short answer questions and multiple choice, but on the day of the exam it turned out that it was comprised of short answer questions and an essay question.

HOW DO I LAUNCH A GRADE APPEAL?
You will need to use the university’s online Grade Appeal system at ask.mq.edu.au

You must submit your application within 20 working days from the day your exam results are released. Appeals after this date will be rejected unless a student can show they were significantly incapacitated during the appeal period.

WHAT IF MY GRADE APPEAL IS REJECTED?
If a student can demonstrate, with evidence, that the University has not followed its Grade Appeal Procedure (a procedural error) they may consider appealing the decision in accordance with the Academic Appeals Policy: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-appeals#policy.

You have 20 working days from the date you received your grade appeal decision to submit this secondary appeal.

If you would like assistance with a secondary appeal, visit Request for Help – Student Advocacy and Support Services: https://it-mqu.formstack.com/forms/studentadvocacyrequestforhelp