



Appeals Policy and Procedures: Practical Federal Examinations

This document sets out the procedures that candidates may follow should they wish to appeal the result of an AMEB Licentiate of Music (LMusA) or Fellowship of Music (FMusA) examination, and the policy which AMEB Ltd applies in considering such appeals. The Appeals Policy and Procedures are published on the AMEB website www.ameb.edu.au.

Grounds for an Appeal

Appeals will only be considered on grounds where it is claimed there was one or more of the following:

- An apparent discrepancy in the written report between the examiners' comments and the published Objectives for level 3 or the specified attainments a candidate is to demonstrate in Sections I and II, and which makes the result awarded manifestly inappropriate; or
- An irregularity which may mean that the candidate did not receive a fair examination given all the circumstances.

An appeal will not be accepted if the examiners' artistic judgement is being questioned.

Lodgment of an Appeal

An appeal can only be accepted within twenty-one (21) business days of the candidate's receipt of the report. It should be submitted in the form of a letter to the AMEB Federal Office via email to online@ameb.edu.au. Appeals must come only from candidates themselves if they are aged 16 or over, or from a designated person acting on a candidate's behalf (eg. a parent or carer).

When submitting a letter of appeal, appellants must:

- State their name, (and their relationship to the candidate if the appellant is acting on a candidate's behalf);
- Attach a copy of the original examination report;
- State the ground or grounds for appeal;
- Summarise the basis for each ground; and
- Include any other relevant information on which the candidate may wish to relay.

The AMEB Office will acknowledge the letter of appeal within five (5) business days. All appeals are treated in confidence and details will not be made available to any other parties.

Appeals Procedure

The appeals process may involve up to three steps:

1. *Consideration by Head of Examining:* The appeal and its supporting documents will be considered by the Head of Examining. If the Head finds the appeal allowed under the Grounds for Appeal, it is forwarded for review under (2) below. If the

Head finds that it should be disallowed for one of the reasons specified under Grounds for Appeal or lacks merit because it fails to address any of the Grounds:

- i. Normally within thirty (30) business days of receiving the appeal the Head will give the appellant notice they intend to disallow the appeal and provide the reason for the proposed disallowance; and
- ii. The Head must provide the candidate who submitted the appeal five (5) additional business days to provide any further information relevant to the appeal that might make it allowed.

If no further information is received the disallowed appeal will be closed without further notice. No fee is charged.

2. *Review by Chief Examiner (Practical)*: If under (1) above the appeal is allowed, the Head will refer the appeal to the Chief Examiner (Practical) who will review all documents submitted by the appellant. The Chief Examiner (Practical) must reach a decision to uphold or dismiss the appeal, which is communicated to the appellant normally within thirty (30) business days. No fee is charged. The appellant is given a further fifteen (15) business days to request the further and final step if they remain unsatisfied.
3. *Determination by Appeals Panel*: If the appellant remains unsatisfied with the review of the Chief Examiner (Practical), and appeals as allowed under (2) above the CEO of AMEB Ltd will then normally within thirty (30) business days convene an Appeals Panel, comprising two Federal Examiners who had not been involved in the examination, to deliberate and finally determine the appeal.
 - i. The Appeals Panel will consider all documents submitted by the appellant together with the decision of the Chief Examiner (Practical).
 - ii. The Panel will meet with the appellant to allow them the opportunity to present any further submission in support of the appeal and respond to any question in relation to the appeal. The appellant may be accompanied by a support person, who must not be a qualified legal practitioner.
 - iii. The Panel must act impartially and fairly, having regard to the requirements of natural justice, but is not bound by the rules of evidence or legal forms.

The decision of the Appeals Panel must be made and communicated to the appellant. The decision will be final. A fee of \$100 will be charged before the panel is formed.

Outcome of an Appeal

If an appeal is upheld at any stage of the process, the normal outcome would be an opportunity to sit for the exam again without charge. In addition, any fee charged for the Appeal will then be refunded. Only in the most exceptional circumstances would an upward revision of the result be considered at any stage in the appeal process.

Before submitting an Appeal

Before submitting an appeal, candidates are urged to discuss the examination report with their teacher or another professional experienced at presenting candidates for AMEB Level 3 examinations, to ensure they have fully understood the expectations of the diploma level and interpreted the result awarded correctly.