

 <p>Policies and Procedures</p>	Number:	Title:		
	1206	Grade Appeal Policy		
	Last Revision:	October 2025		
Effective:	April 26, 2016	Next Review:	October 2026	

Policy:

Mountain Transport Institute Ltd. (MTI) and its staff members are committed to quality decision making regarding student grades and evaluations and ensuring that records genuinely and accurately reflect students accomplishments. Grading decisions should be based on impartially assessed performance outcomes which measure the learning of students. These decisions must be made free of bias, prejudice, unfairness or other inappropriate personal or systematic influences. The purpose of this policy is to provide students access to a respectful, thorough, and timely review of grading decisions.

It is the policy of Mountain Transport Institute to establish a consistent, progressive pathway for the resolution of concerns or disputes relating to the grades delivered to Mountain Transport Institute Ltd.

This policy does not cover the ICBC road test. Any questions the students may have regarding the grading of their road test is to be taken up with ICBC directly.

Scope:

This policy covers all students currently enrolled at Mountain Transport Institute. The grading classification or evaluation is listed separately as it pertains to MTI Way MELT full time Class 1 students and all other students.

Grading / Evaluation – MTI Way MELT Students:

With the MTI Way MELT training there are two (2) forms of evaluation – Practical & Theoretical assessments. The grading method for each form of evaluation is defined below:

Practical Assessments:

There are thirteen (13) Practical assessments that the students must complete and pass twice. The assessments are on the following skills:

- basic and urban driving
- highway and mountain driving
- vehicle pre-trip inspection
- coupling
- uncoupling
- straight-line backing

- 90-degree alley-dock backing: sight-side
- 90-degree alley-dock backing: blind-side
- offset backing: sight-side
- offset backing: blind-side
- chain up
- sliding 5th wheels
- sliding trailer axles

The instructors use the mandated ICBC MELT assessment forms when evaluating the students. These forms contain specific criteria that the student must correctly complete, check and/or explain without assistance or coaching. Each assessment allows for a different maximum number of demerits in order for the student to pass, i.e. – Vehicle Pre-trip Inspection allows for a maximum of 15 demerits whereas Backing allows for 0 demerits. All of the criteria are either yes or no or completed or not completed so there is no gray area when evaluating.

Theoretical Assessments:

There are three (3) Theoretical assessments – written exams. The written exams allow for either a right or wrong answer. A ‘Pass’ grade on these is 80%.

The MTI Way MELT students must pass all assessments in order to proceed to the ICBC Road test.

Grading / Evaluation – All other Students:

Classroom Written Exams:

All written exams allow for either a right or wrong answer. A ‘Pass’ grade on these is 80%

Principles:

Appeal Process:

- All evaluations and exams should be appealed firstly with the instructor who provided the assessment for explanation of the grade.
- If the student still disagrees with the evaluation, the appeal is directed to the President for further discussion.
- If within 72 hours the appeal is unresolved it would be referred to a third party for a decision.

The review of grades is subject to the rules of natural justice, principles of equity and fairness as well as to the policies and processes of Mountain Transport Institute Ltd.