

	Number: <b>1206</b>	Title: <b>Grade Appeal Policy</b>		
	Last Revision:	October 15, 2021		
	Effective:	April 26, 2016	Next Review:	October 2022

**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 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 full time MELT Class 1 students and all other students.

**Grading Evaluation – MTI Way MELT Students:**

The MELT – Mandatory Entry Level Training – curriculum has six (6) practical and three (3) theoretical assessments that must be completed. The grading method for each form of evaluation is defined below:

*Practical Assessments:*

Each of the 6 practical assessment is either a pass or fail. The student must correctly demonstrate all the steps of each of the tasks listed for each type of assessment. This must be completed by the student alone with no assistance or coaching from anyone. The student must pass, meaning zero demerits, each of the 6 assessments twice. The assessments are on the following:

- ✓ Backing
- ✓ Basic and Urban Driving
- ✓ Chain-up, Fifth Wheel Slide, Trailer Axle Slide

- ✓ Coupling – Uncoupling
- ✓ Highway and Mountain Driving
- ✓ Vehicle Pre-trip Inspection

*Theoretical Assessments:*

There are three (3) theoretical assessments that must be passed with a minimum of 80%. These are closed book assessments, no reference to training materials or coaching permitted, and are made up of either multiple choice and/or short answer questions. These assessments cover the following:

- ✓ Commercial vehicles and inspections
- ✓ Driving
- ✓ Documents and regulations

**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.