

Faculty of Medicine, Nursing and Health Sciences Procedure

Procedure Title	Re-marking of Assessment Procedure - Faculty of Medicine, Nursing and Health Sciences
Parent Policy	Assessment in Coursework Units Policy
Date Effective	December 2017
Review Date	December 2020
Procedure Owner	Office of the Deputy Dean Education Faculty of Medicine, Nursing and Health Sciences
Category	Academic Quality and Standards
Version Number	2
Content Enquiries	Email: med-quality-fmnhs@monash.edu
Scope	This procedure applies to all undergraduate and postgraduate units owned or taught by the Faculty of Medicine, Nursing and Health Sciences. These procedures do not apply to the following assessment items: major thesis, minor thesis and examinations.
Purpose	These procedures outline the process, and responsibilities for remarking of a piece of student assessment. Students should note that re-marking can result in an increase or decrease in final result. Subject to the fail mark verification procedures, there is no automatic right for students to have a piece of assessment re-marked.
PROCEDURE STATEMENT	

1. Parent Policy

[Assessment in Coursework Units Policy](#)

2. Preamble

- 2.1. This procedure is in accordance with the University's [Assessment in Coursework Units: Grading and Marking Procedures](#), re-marking of assessment due to error (Item 28-32):

Requests for Re-marking

28. *Subject to the fail mark verification procedures, there is no automatic right for students to have a piece of assessment remarked.*

29. *If a student believes that an error has been made in the assessment of their work, then in the first instance, the student should follow the unit feedback procedures, as set out for the unit.*

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30. *If after following the unit feedback procedures, the student is still concerned that their work has been incorrectly assessed, then they may follow this procedure to request a review of their mark for the piece of assessment.*

Faculty processes for review of student marks

31. *Each faculty must have a specified procedure for review of student marks where a student complains of error in the assessment of their work. This process must specify:*

- *the types of assessment to which the process apply;*
- *the time limits for applying for a review;*
- *the method of application for a review;*
- *the grounds for review;*
- *the responsibilities for and timing of a response; and*
- *how decisions are recorded to alter marks for audit purposes*

32. *In all circumstances, where a student's work is remarked because of an error, the last mark must stand.*

2.2. This procedure operates within the following framework of powers and responsibilities of the Board of Examiners:

- The Board of Examiners must be satisfied that results have been correctly determined.
- Usually the Board satisfies itself by considering the marks recommended by the Chief Examiner via attendance at School/Department pre-BOE meetings by staff of the Office of the Deputy Dean in conjunction with a report from the Chief Examiner certifying that all the required quality assurance, policies/procedures and moderation procedures have been followed.
- The Monash University (Academic Board) Regulations Part 3, Reg 18, sub-reg 3(a) provide that a 'student's final result may be changed by the chair of the Board of Examiners of the teaching faculty for the unit if he or she is satisfied that the change is needed to correct an error'.

3. Scope

3.1. This procedure applies to all undergraduate and postgraduate units owned or taught by the Faculty of Medicine, Nursing and Health Sciences.

4. Application for review of an assessment task where a final result for the unit has been determined by the Board of Examiners

4.1. Where a final result for the unit has been determined by the Board of Examiners, a student may apply for a review of the mark if:

- the student is concerned that there has been an error in marking or in recording the mark for an assessment task; and
- the assessment task is worth more than 20 per cent of the overall mark for the unit; and
- the assessment task has not already been remarked in accordance with the [Verification of Fail Grades procedure](#); and
- the student has followed the unit feedback procedures.

4.2. The student must apply in writing to the Chair of the Board of Examiners (Deputy Dean Education), specifying and demonstrating the error. The Chair may reject any request considered to be lacking in substance or a justifiable reason.

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- 4.3. The application must be lodged no later than six weeks after the release of the mark for the unit, or, in the case of Semester 2 results, no later than the first week of Semester 1 of the following year.
- 4.4. The Chair will, within 21 working days of the application, determine if there has been an error in marking or recording and may consult the Chief Examiner, the original examiner or another examiner.

5. Responsibility and powers of the Chair of the Board of Examiners

- 5.1. If an application is made in accordance with part 4 of this procedure, the Chair will, within 21 days of the application, determine if there has been an error in marking or in recording the mark.
- 5.2. In making the determination referred to in paragraph 5.1, the Chair may consult the Chief Examiner for the unit, the original examiner and/or another examiner.
- 5.3. If the Chair determines that there has been an error in recording the mark, the Chair will amend the result to correct the error.
- 5.4. If the Chair finds that there has been an error in marking:
 - the Chair will arrange for the assessment to be reviewed or remarked by an independent examiner in respect of the error. The assessor where possible will mark the work 'blind' to the reason for the remark and the author. If the specific field of study limits the number of suitable assessors the best fit for an appropriate assessor will be used.
 - the independent examiner will review or remark some or all of the assessment task as instructed by the Chair, and will make a recommendation to the Chair as to whether the mark for the assessment task should be altered.
 - where the Chair receives a recommendation from the independent examiner, the Chair will make a decision to alter or not to alter the mark, taking into account advice from the Chief Examiner as to any general adjustments to marks for the unit assessment made as part of the moderation process or in accordance with Faculty mark or [grading distribution guidelines](#). In the event of a discrepancy of 10% or greater between the original mark and the re-mark, the Chair will make the final decision, in consultation with the Chief Examiner.
- 5.5. Where the Chair decides to alter a mark under these procedures, the Chair must:
 - complete a [Post Board of Examiners change of results form](#),
 - notify the student in writing of the alteration
- 5.6. In all circumstances, where a student's work is remarked because of an error, the last mark must stand, even if the mark is a fail.
- 5.7. A decision of the Chair under this section is final
- 5.8. These procedures do not apply to the following assessment items: major thesis, minor thesis and examinations.

6. Review of an in-semester (summative) assessment task

- 6.1. Where a final result for the unit has not yet been determined by the Board of Examiners, a student may apply for a review of the mark if:
 - the student is concerned that there has been an error in marking or in recording the mark for an in-semester assessment task, and
 - the assessment task is worth more than 15 per cent or higher of the overall mark for a unit; and
 - the assessment task has not already been re-marked in accordance with the [Verification of Fail Grades procedure](#) and;
 - the student has followed the unit feedback procedures.

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- 6.2. The application for review must be made in writing to the Chief Examiner of the unit specifying and demonstrating the error.
- 6.3. The application must be lodged no later than two weeks after the return of the mark for the assessment task.
- 6.4. The Chief Examiner will deal with the application in accordance with the procedures set out above in paragraphs 5.1 to 5.4, as if the Chief Examiner were the Chair of the Board of Examiners.
- 6.5. In the event of a discrepancy of 10% or greater between the original mark and the re-mark, the Chief Examiner will make the final decision.
- 6.6. Where the Chief Examiner makes a decision under these procedures to alter or not to alter a mark, the Chief Examiner must:
- notify the student of the decision in writing; and
 - retain a record of the decision.
- 6.7. Where the Chief Examiner makes a decision to alter a result, the Chief Examiner will complete a [Post Board of Examiners change of results form](#) if required or adjust the result within their marking management system/spreadsheet.
- 6.8. In all circumstances where the mark is altered because of an error, the last mark must stand, even if the mark is a fail.
- 6.9. A decision of the Chief Examiner under this section is final.
- 6.10. These procedures do not apply to the following assessment items: major thesis, minor thesis and examinations.

Responsibility for implementation	Faculty Board of Examiners Chief Examiners Unit Coordinators Quality Unit
Status	Amended
Approval Body	Academic Quality and Standards procedure Name: Learning and Teaching Committee Meeting: 5/17 Date: 4/12/17 Agenda item: 7.1

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Definitions	<p>Assessment task: The set of assignments, essays, tests examinations or other assessment tasks that comprise the assessment for a unit (both formative and summative) and the percentage contribution of these to the final result for the unit.</p> <p>Assessor: The examiner with the responsibility for marking a particular assessment task</p> <p>Error in marking: This includes:</p> <ul style="list-style-type: none"> a) an arithmetical error in calculating the mark; and b) some other error in the marking process <p>Second marker/Independent examiner: An examiner who did not assist the assessor in arriving at his/her result for the assessment task being marked. Second marking will involve independent marking or validation of a selected sample of assessment.</p> <p>In-Semester assessment task: This refers to an assessment task that is not a final assessment task for a unit</p> <p>Unit feedback procedures: Those procedures for the receipt of feedback from the examiner in respect of an assessment task submitted in a unit, specified in the Unit Guide and/or assessment task instructions.</p>
Legislation Mandating Compliance	Monash University Statute Academic Board Regulations
Related Policies	Grading Distribution Guidelines
Related Documents	Verification of Fail Grades Faculty Assessment Policy Post Board of Examiners change of results form
SCHEDULE(S)	
<p>Additional mandatory requirements specific to a Faculty or Offshore location Education procedure</p> <p>This field will only be published if required.</p>	
Name of Faculty/Offshore Location	
Procedure Statement	