



Remarking of Assessment

SCOPE

This process applies to all units taught by the Faculty of Information Technology.

PURPOSE

The purpose of this document is to outline the process for remarking of assessment.

In-semester assessment

1. It is the student's responsibility to check marked assignments upon return. Students are expected to raise with the tutor any queries about their mark as soon as possible but no later than 10 working days after their release back to the students.
2. If the matter remains unresolved after discussing it with the tutor, the student must take it to the Unit Lecturer of the relevant campus.
3. In consultation with the Chief Examiner, the Unit Lecturer will attempt to resolve the issue directly with the student. If after discussing the issue with the Unit Lecturer of the relevant campus, the student still believes that there is an error in the marking of his/her assignment, the student may then proceed directly with a request for a re-mark.
4. Requests for a re-mark must be made in writing to the Chief Examiner (or Course Director, where the Chief Examiner is the Unit Lecturer), documenting the specific grounds for the request. Re-mark requests must include the corrected work, and, where practical, an identical "clean" copy. The Chief Examiner may reject any request considered vexatious or frivolous. The Chief Examiner shall, where possible, nominate an independent marker to re-mark the student work; limitations on suitable markers in the specific field may sometimes prevent this "blind" marking.
5. Re-marking can result in an increase or decrease in marks. Where there is less than 10% difference between the original and the second mark, the second mark will apply. In cases where the difference between the original mark and the second mark is 10% or greater, the Chief Examiner will consult the two markers (i.e. original and re-marker) on the appropriate mark to be applied. Where the Chief Examiner has been one of the two markers, then the Course Director shall assume the role of Chief Examiner in consulting the two markers.
6. Students should receive notification of the outcome within 10 working days of receipt of the request. The notification will advise students of the appeal process.
7. If a student is still dissatisfied, an appeal should be made to the Associate Dean (Learning and Teaching), whose decision is final within the Faculty.
8. Upon completion of the re-marking process, the Chief Examiner (or where appropriate, the Course Director) will undertake to advise the original marker of the outcome.

Final examination

1. In the first instance, students should follow the Exam Feedback and Performance process by applying to view their exam script, reviewing the Exam summary feedback provided on Moodle, then submitting a request for feedback online.
2. If after following the feedback process, the student is still concerned that their work has been incorrectly assessed, the student may then proceed directly with a request for a re-mark according to procedures 4 to 6 above. Requests must be submitted in writing no later than 10 working days after receiving a response to feedback request.

GOVERNANCE

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| Parent policy | Assessment in Coursework Units Policy |
| Associated procedures | Assessment in Coursework Units: Grading and Marking Procedures |
| Approval | Faculty Education Committee, Meeting 4/19, 11 June 2019 |
| Procedure owner | Deputy Dean (Education) |
| Date effective | Semester 1, 2019 |
| Version | Version 3 |