

Re-marking of Continuous Assessment

The faculty policy on re-marking is based on the principle that, subject to the Fail Mark Verification Procedures, there is no automatic right for students to have a piece of assessment re-marked. Where a student believes that their work has not been correctly marked, they should follow the process outlined below:

Step 1	Discuss the concern with the unit coordinator
	If after discussion the student is still not satisfied with the outcome and the contribution of the piece of assessment is greater than 10% towards the final mark for the unit, the student may initiate step 2.
Step 2	Write to the Head of Department/School
	The written complaint should state the reasons why the student believes the work should be re-marked. The Head of Department will review the work and may grant the remark request where it is determined that there may be an error in the mark. If the matter is not resolved by this process, the student may initiate step 3.
Step 3	Make a written request for resolution to the Faculty Grievance Officer setting out reasons for the request for the remark.
	The Faculty Grievance Officer will record the grievance and investigate the matter in accordance with the University's Complaints and Grievances of Coursework Students Procedures . This involves determining whether there is an error in the mark. The student will be advised in writing of the outcome of the investigation, and, where a decision is made that the student has shown cause that a remark should be granted, the unit coordinator will be instructed to arrange for the piece of assessment to be remarked by a second marker. In such cases, the second marker will not be the unit coordinator or Head of Department/School. The revised mark will stand as the final mark for the piece of assessment.

SUPPORTING INFORMATION

Purpose and Rationale

The faculty has developed this policy based on the principle that re-marking should be part of the assessment quality assurance processes, and hence students should not have an automatic right to have their work re-marked. In line with current Verification of Fail Grade Procedures, procedures relating to this policy have been developed to deal with student complaints regarding possible errors in the marking of their work.

Scope:

This policy applies to all coursework units taught by the Faculty of Engineering.

<p>Definitions and Acronyms</p> <p>Continuous assessment: All assessment tasks (other than examination) which contribute to the final result for the unit.</p>	
<p>Related Documents</p> <p>Assessment regulations</p> <p>Statute 6.1.5 Assessment</p>	
<p>Governing Documents</p> <p>Academic and administrative complaints and grievances policy and procedures</p> <p>Assessment in Coursework Programs policy and procedures</p>	
<p>Responsibilities for Implementation</p> <p>Unit Coordinators</p> <p>Heads of Departments/School</p> <p>Faculty Grievance Officer</p>	<p>Date Effective:</p> <p>Semester 2 2009</p>
<p>Who Needs To Know This Policy</p> <p>Associate Dean (Teaching), unit coordinators, Heads of Departments/School, Faculty Grievance Officer, all academic teaching staff.</p>	
<p>Approval:</p> <p>Engineering Education Committee</p> <p>Faculty Board</p>	<p>Review Date:</p> <p>July 2011</p>
<p>Performance Indicators:</p> <p>Assessment for all offered units complies with the Policy and Procedures.</p>	
<p>Monitoring and Evaluation:</p> <p>Heads of Departments/School, Faculty Grievance Officer and Associate Dean (Teaching).</p>	

Revision				
Version Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution Number
1.1		3/9/2010		