

Faculty of Science Guidelines

Guidelines Title	Remarking of assessment due to an error
Parent Policy/Procedure	Assessment in Coursework Units Policy
Date Effective	Semester 1, 2010
Review Date	2014
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	sci-education@monash.edu
Scope	This policy applies to all units taught by the Faculty of Science.
Purpose	<p>According to the Remarking of assessment due to an error section of the university Assessment of coursework units Procedures, faculties must have a specified procedure for review of student marks where a student complains of error in the assessment of their work. The procedures must specify:</p> <ul style="list-style-type: none"> • Types of assessment to which the procedures apply • Time limits for applying for a review • Method of application for a review • Grounds for review • Responsibilities for and timing of a response • A process for recording decisions to alter marks under these procedures for audit purposes. • In all circumstances, where a student's work is remarked because of an error, the last mark must stand.
GUIDELINES STATEMENT	

1. In-semester assessment

- 1.1. 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 two weeks after their release back to the students.
- 1.2. If the matter remains unresolved after discussing it with the tutor, the student must take it to the Unit Coordinator of the relevant campus.
- 1.3. If after discussing the issue with the Unit Coordinator 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 remark.
- 1.4. Requests for a remark must be made in writing to the Year Level Coordinator, documenting the specific grounds for the request. Remark requests must include the corrected work, and, where practical, an identical "clean" copy. The Year Level Coordinator may reject any request considered vexatious or frivolous. The Year Level Coordinator shall, where possible, nominate an independent

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marker to mark the student work; limitations on suitable markers in the specific field may sometimes prevent this "blind" marking. The second mark stands; remarking can result in an increase or decrease in marks.

- 1.5. If a student is still dissatisfied, an appeal should be made to the Head of School, whose decision is final within the School.
- 1.6. Schools must keep a record of all formal requests for remarking, indicating the unit, semester, and outcome.

2. Final examination

- 2.1. If a student believes that there is an error in the marking of her/his final examination, the student must contact the Unit Coordinator of the relevant campus no later than two weeks after the release of the results for the unit.
- 2.2. If after discussing the matter with the Unit Coordinator of the relevant campus the student still believes that there is an error in the marking of their examination, the student may then proceed directly with a request for a remark according to procedures 4 to 6.

Responsibility for implementation	Heads of Schools, ADT, FAM
Status	
Approval Body	Name: Faculty Board Meeting: 6/2009 Date: 18-November-2009 Agenda item: 6.3
Endorsement Body	Name: Faculty Education Committee Meeting: 7/2009 Date: 21-October-2009 Agenda item: 2.1
Definitions	
Related Policies	
Related Documents	