The verification of fail grades section of the University’s Unit Assessment Procedures states:

7. Verification of fail grades. In addition to quality assurance requirements of these procedures, and rule 2.2, each faculty must have a specified procedure for verifying all fail grades of a unit. This may include:

- double marking of failed assignments and exam scripts of the student concerned; or
- double marking the final assessment item; or
- double marking all borderline pass/fail assessment items; or
- other defensible form of verification.

The faculty has adopted the following position with respect to the verification of unit results:

Failed examination scripts are to be routinely remarked by a second examiner. The first marker is to endorse the failed paper as “Marked” and the second marker as “Verified”. The markers are to discuss any differences in their assessment of the script before arriving at a final mark for it. Both examiners are to sign the paper.

Failed continuous assessment pieces worth more than 10% of the final grade are to be second marked. The second marking is not blind marking, but is a verification of the original marking eg: checking the adding up of marks, ensuring that no sections were accidentally missed etc.

Supporting information

Purpose and rationale:
To ensure that staff and students are aware of the procedures related to fail marks verification.

Scope:
The policy applies to all units examined and taught by the Faculty of Engineering

Related documents:
Responsibilities for implementation:
• Heads of Department and Head of School

Who needs to know this policy/procedure:
• Associate Dean (Education)
• Faculty Manager
• Manager, Academic and Student Services
• Course Advisers
• All undergraduate engineering students
• Unit coordinators
• Heads of Department and Head of School
• All academic teaching staff

Approval body:
Engineering Education Committee

Policy review date:
2016

Performance indicators:
Fail marks verification procedure and re-marking policy is applied to all units as appropriate.

Monitoring and evaluation:
• Heads of Department and Head of School
• Associate Dean (Education)

Version history

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