

# **Review and Re-mark of Students Academic Work Policy (for subjects commencing prior to 1 Nov 2021)**

**This Policy applies only to subjects commenced prior to 1 November 2021.**

## **Section 1 - Background and Purpose**

(1) This Policy entitles students to question their results formally within a set period of time.

## **Section 2 - Scope**

(2) Applies to:

- a. all campuses
- b. all programs
- c. all enrolled students
- d. all assessment tasks and examinations except those that cannot physically be reviewed or remarked (e.g. those conducted orally or in a practical/clinical setting).

## **Section 3 - Policy Statement**

(3) All students have the right to request a review of individual pieces of assessment worth 20% or more of the final result for a subject.

(4) Except where there are extenuating circumstances, the request for a review must be made within the following time lines:

- a. for assessment tasks that the University returns to students with a grade, within ten working days of the release of the result for the individual assessment task;
- b. for assessment tasks that the University does not return to students with a grade, within ten working days of the release of the final results for the subject for which the task was completed.

(5) Students who are unsatisfied with the result of a review may request a re-mark.

(6) A student may have no more than one review and one re-mark of any individual piece of assessment or subject result.

## **Section 4 - Procedures**

## **Preamble**

(7) This procedure explains when and how students may request and obtain a review or re-mark of an assessment task.

## **General**

(8) Where the Review and Re-mark of Students' Academic Work Policy refers to 'programs', it means coursework programs.

(9) These procedures apply only to:

- a. pieces of work undertaken within coursework programs (i.e. not as all or part of a higher degree by research);
- b. individual pieces of assessed work that are worth 20% or more of the final result for the subject for which they were completed;
- c. work that is physically able to be reviewed or remarked (e.g. they do not apply to work examined orally or in a clinical or practical setting).

## **Part A - Review of Work**

(10) Students with queries or concerns about their result for an assessment task or for a subject should first ask the original marker of the piece of assessment to review their work with them. The review must take place within ten working days of the publication of the result for the task or, in the case of a final examination, for the subject.

(11) The marker will discuss the student's performance in the assessment task with reference to the grading criteria and will also check that the result has been calculated correctly but will not re-mark the work.

(12) Final examinations and other pieces of non-returnable assessment may be accessed under the Access to Assessed Material Retained by the University Policy.

## **Part B - Re-mark of Work**

(13) If the student is not satisfied with the response under Part A, the student has a further ten working days to apply in writing to the relevant subject coordinator for a re-mark of the assessment task in question.

(14) If the subject coordinator was the original marker, then the formal application for re-mark should be directed to the Head of the relevant School. If the Head of School is also the original marker of the piece of assessment to be re-marked, the Head will delegate resolution of the matter to a senior colleague.

(15) The application for a re-mark must:

- a. include evidence that the assessment task has been reviewed by the original marker
- b. report the result of the review
- c. explain the grounds on which the re-mark is sought (Part C)
- d. enclose the required fee, if applicable (Part D).

## **Part C - Grounds for Requesting Re-mark of Work**

(16) A student may request a re-mark of an assessable piece of work only on the grounds that the original assessment:

- a. was biased; or

- b. failed to follow the published assessment criteria or grading scheme for the assessment task.

(17) The student must provide evidence to support the grounds claimed.

## **Part D - Consideration of Application for Re-mark**

(18) A member of staff who receives a formal request for a re-mark under Part B will determine whether the written request complies with the requirements in this procedure and whether the reasons given by the student warrant the assessment being re-marked. If the staff member decides against a re-mark, the staff member will notify the student within ten working days, providing reasons for the rejection. The student may appeal against the decision: see Part H.

## **Part E - Arrangements for Re-mark**

(19) If the staff member agrees to a re-mark, the staff member will arrange promptly for the assessment task to be re-marked by a suitably qualified member of academic staff. The re-marker will not know what result was awarded originally for the assessment task.

(20) The academic staff member responsible for the original mark should give the re-marker guidelines on how the original population was assessed and, where possible, a sample of the marked papers of other students.

(21) The re-mark will look solely at the work produced for assessment and will not take account of any extraneous information (e.g. information about adverse circumstances suffered by the student while undertaking the assessment task – that would be a matter for an application for special consideration).

## **Part F - Outcomes of Re-Mark**

(22) A re-mark will not lead to a lower mark. Where the re-marker grades the work lower than the original assessment, the original assessment will stand. Where the re-marker grades the work higher than the original assessment, the higher mark will be awarded.

## **Part G - Notification of Outcome**

(23) The staff member responsible for arranging the re-mark will advise the student of the outcome within ten working days of the decision of the re-marker.

## **Part H - Appeals**

(24) A student whose application for a re-mark is rejected may, within ten working days of the date of notification, appeal to the Director, Quality & Standards via [standards@latrobe.edu.au](mailto:standards@latrobe.edu.au) who will:

- a. investigate the appropriateness of the grounds for the rejection;
- b. either direct a re-mark or confirm that the original mark will stand; and
- c. advise the student of the decision within ten working days.

(25) A student has the right to appeal to the University Ombudsman and ultimately the state Ombudsman if still not satisfied.

## **Section 5 - Definitions**

(26) For the purpose of this Policy and Procedure:

- a. Re-mark: the process by which a piece of assessed work is considered by an academic staff member other than the original marker to determine whether the original result should stand or be amended.
- b. Review: the process by which a piece of assessed work is considered again by the original marker to confirm whether the original result was correct.

## Status and Details

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