

# Assessment Procedure - Review and Re-mark of Assessment Tasks

## Section 1 - Background and Purpose

(1) This procedure outlines how and when students can access assessed material, review it with a staff member and request a re-mark within a set period of time.

## Section 2 - Scope

(2) This procedure applies to assessment tasks in all coursework subjects on any campus, excepting those where it is not possible to mark at two different times (e.g. performances that cannot be recorded). In those cases a second assessor is to be present for the assessment event as per the Assessment Standard.

## Section 3 - Policy Statement

(3) Refer to the [Assessment Policy](#).

## Section 4 - Procedure

### Part A - Reviewing Assessment

(4) Students with concerns about their result for an assessment task should first ask the original marker of the piece of assessment to review their work with them.

(5) Except where there are extenuating circumstances, the request for a review must be made in writing (email) 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 results 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.

(6) When reviewing assessment material held by the University, such as examination scripts:

- a. the assessed material being viewed by the student and the marker cannot be removed from the inspection room
- b. the marker, or another La Trobe staff member, must be present at all times
- c. a request for a copy must be made in writing under the provisions of the [Freedom of Information](#) legislation.

(7) At the review session, 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.

(8) Additional access to assessed material held by the University must be requested within ten days of the previous access, after which the material may be destroyed in accordance with the University's [Records and Archives Management Policy](#).

## **Part B - Re-marking Assessment Tasks**

(9) A student may request, in writing, a re-mark of an assessable piece of work only on the grounds that the original assessment failed to follow the published assessment criteria or grading scheme for the assessment task.

(10) Students who are dissatisfied with the result of a review have a further ten working days to apply in writing to the Subject Coordinator for a re-mark of the assessment task in question. Assistance in preparing a request can be sought from student advocates in the University's student organisations.

(11) If the Subject Coordinator was the original marker, then the application for re-mark is directed to the Course Coordinator. If the Course Coordinator is also the original marker of the piece of assessment to be re-marked, the Course Coordinator delegates resolution of the matter to a senior colleague with subject matter expertise.

(12) The written 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 academic grounds on which the re-mark is sought.

(13) If the staff member decides against a re-mark, the staff member will notify the student in writing within ten working days, providing reasons for the rejection.

(14) 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.

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

(16) The re-mark will look solely at the work produced for assessment and will not take account of any extraneous information. Where a student indicates that they have suffered adverse circumstances they should be referred to the relevant special consideration process, noting this must be within three days of the assessment task due date and that special consideration does not enable a remark.

(17) 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.

(18) A student whose application for a re-mark is rejected may, within ten working days of the date of notification, appeal to the Head of School responsible for the subject in which the assessment was completed. The Head of School 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.

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

## Section 5 - Definitions

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.

Review: the process by which a piece of assessed work is considered again by the original marker in consultation with the student to confirm whether the original result was correct.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Paula Baron Pro Vice-Chancellor (Learning, Quality and Innovation)
<b>Author</b>	Sally Went Senior Advisor, Standards Transition +61 3 9479 5896
<b>Enquiries Contact</b>	Student Services and Administration