

RE-MARKING PIECES OF TERM WORK

A student who believes that an individual item of term work has been unfairly marked may ask the person who marked the work for re-evaluation. Students have **up to 2 weeks from the date of return of the item of term work to query the marking**. If the student is not satisfied with this re-evaluation, and it has been done by a TA, he or she may appeal to the instructor in charge of the course. **Such re-marking will involve the entire piece of work, and may raise or lower the mark.**

Any appeal of a mark beyond the instructor in the course may only be made for an item worth at least 20% of the course mark. Such appeals must be made in writing to the Undergraduate Director within 2 weeks after the work was returned, explaining in detail why the student believes that the mark is inappropriate. The appeal must summarize all previous communications between the student and previous markers of the work. The student must submit the original marked piece of work plus a clean, anonymous copy along with the assignment/essay topic.

If the department believes that re-marking is justified, the department will select an independent reader. **The student must agree in writing to be bound by the results of the re-reading process, or abandon the appeal.**

Where possible, the independent reader will be given a clean, anonymous copy of the work. Without knowing the original assigned mark, the independent reader will determine a mark for the work. The marking of the work should be considered within the context of the course of instruction for which it was submitted. If the new mark differs substantially from the original mark, the department will determine a final mark, taking into account both available marks.

I, the undersigned, have carefully read the above procedure and fully understand the details outlined. I am aware that once committed to this agreement, I cannot reverse my decision.

Name		Student #	
Signature		Course #	
Date		Weight of Term Work	%

The following should be included with this completed form:

- 1) *your appeal explaining in detail why you believe the mark is inappropriate*
- 2) *summary of previous communication with previous markers*
- 3) *assignment/essay topics*
- 4) *original marked assignment/essay*
- 5) *clean copy of assignment/essay*