



## Core Subjects: Review of Interim Assessment and Review of Grade Policy

<b>Policy Number:</b>	CORE 2.01
<b>Name of Policy:</b>	Core Subjects: Review of Interim Assessment and Review of Grade Policy
<b>Applicability:</b>	Students enrolled in Core Subjects
<b>Policy Owner</b>	Chair, Core Curriculum Committee
<b>Contact Person:</b>	Core Executive Officer, Office of the Core Curriculum
<b>Policy Status:</b>	Approved Policy
<b>Date of approval:</b>	15 January 2015
<b>Date last amended:</b>	
<b>Date of next review:</b>	15 January 2017

### 1. Objectives

- 1.1. This policy covers situations where students lodge applications for review of interim assessment marks and applications for review of grade.
- 1.2. For the purposes of this policy, both situations will be referred to as 'reviews'.
- 1.3. The Office of the Core Curriculum acknowledges and supports the right of all students to request reviews of all assessment items.

### 2. Definitions

Review of grade – A review of the final subject examination or other final assessment item.

### 3. Review Guidelines

- 3.1. Reviews should be undertaken by suitably qualified members of academic staff and, where practicable, should be conducted 'blind' (ie, without the reviewer knowing the identity of the student).
- 3.2. Reviews will normally be carried out by a person other than the original marker. In such circumstances, it is appropriate for a reviewer to refer to the decision and reasoning of the original marker while conducting the review.
- 3.3. When individual questions on an examination paper are marked by different persons, in each case the review of the mark allocated will normally be carried out by a person other than the original marker.
- 3.4. Where a reviewer determines that the mark originally allocated falls inside the range of acceptable options for an assessment item of that quality, even though it might not be the mark which they would personally have given that assessment item if they had been the original marker, they shall confirm the mark originally given.
- 3.5. Where a reviewer considers that the mark originally given falls outside the range of acceptable options for an assessment item of that quality, they shall nominate a mark which they deem to be appropriate. The subject coordinator may either accept that mark (in which case it shall be recorded as the student's mark for that assessment item, regardless of whether it is higher or lower than the original mark) or refer the matter to the Chair, Core Curriculum Committee for final decision.

- 3.6. Reviews of tutorial marks and oral presentations will normally be carried out by the original marker because of the difficulty in recreating the circumstances in which the original assessment was conducted. In order to ensure that such reviews are carried out by reference to objective standards and contemporaneous records, all tutors should maintain records of marks awarded to students on a weekly basis. The practice of assigning a mark based upon the perception of a student's performance at the end of semester should be avoided. Similar contemporaneous notes should be made and kept by all assessors involved in marking oral presentations. Such records should normally be retained by assessors until at least Week 2 of the following semester. In conducting such reviews, markers should review their contemporaneous records and consider whether the original mark is a true reflection of the standard of the student's performance.

#### **4. Review of Interim Assessment**

- 4.1. Wherever possible, students should approach their subject coordinator/tutor to attempt to resolve any concerns about interim assessment marks by consultation.
- 4.2. If resolution is not achieved or an election is made not to consult with the subject coordinator/tutor, students may lodge an application for review of interim assessment marks with the Core Executive Officer within 14 semester days of the original marks being released. Late applications will not be accepted.
- 4.3. The Core Executive Officer will manage the review in consultation with the Chair, Core Curriculum Committee.
- 4.4. The review will be conducted in accordance with the guidelines in Part 3 above.
- 4.5. The Core Executive Officer will notify the student of the outcome by email within 14 semester days from the date of lodgement of the application for review.
- 4.6. Where a review of interim assessment marks results in a change to a mark, the subject coordinator will ensure that the outcome of the review is recorded as the student's mark (regardless of whether it is higher or lower than the original mark).

#### **5. Review of Grade**

- 5.1. University regulations provide that students requesting a review of grade must lodge the relevant application form with the Student Business Centre no later than the first Wednesday of the semester following that in which they were enrolled in the subject. Late applications will not be accepted.
- 5.2. Upon referral of an application for review of grade to the Office of the Core Curriculum, the Core Executive Officer will manage the review in consultation with the Chair, Core Curriculum Committee.
- 5.3. The review will be conducted in accordance with the guidelines in Part 3 above.
- 5.4. Once a review of grade is finalised, the outcome of that review should be entered in the appropriate area on the application form. The Core Executive Officer will then ensure that the form is returned to the Student Business Centre, which will notify the student of the outcome of the review by email in due course.
- 5.5. Where a review of grade results in a change to a mark, the subject coordinator will ensure that the outcome of the review is recorded as the student's mark (regardless of whether it is higher or lower than the original mark).
- 5.6. In the event of no change of result, University regulations provide that an administrative fee will be charged to the student's account.