Requests for Remarking of Assessment Components: Guidelines  
(BACSC, September 2011)

1. University Policy on Appeals Against Awarded Marks (Requests for Second Marking)  
1.1 The University Assessment Policy (UOM0375), section 46.3 states:

"Request for Second marking: With the exception of double marking required for failed assessment (see Section 25, ‘Conduct of Assessment’ for details), Examiners/assistant markers are obliged to mark each piece of assessment only once. Students are not automatically entitled to have their work marked by a different Examiner for any reason. The first step taken by a student should be to discuss the mark with the marker and to provide written reasons to the marker explaining the perceived error. In the event that a student wishes to pursue a claim of an error in academic judgement by an assessor, the chair of the Board of Examiners must determine whether the original mark was appropriately determined according to established marking criteria."

1.2 The University Assessment Policy (UOM0375), section 48.1 states:

“The Academic Board may decide any dispute or question arising under this policy other than a decision by an examiner or examination board in relation to the academic performance of a student in any component of assessment which is based solely on academic judgement.”

1.2.1 Accordingly, student appeals on the grounds of academic judgement cannot be decided by Academic Board through the student Complaints and Grievances Policy (UOM0402)

1.3 The following guidelines outline the procedure for addressing student requests for review of marks received for assessment components (remarking) where academic judgement alone is at issue as referred to under Section 46.3 of the Assessment Policy.

2. Roles of Marker and Chair of the Board of Examiners  
2.1 Marker’s Role: Students should always be encouraged to discuss any queries they have about a mark or other assessment feedback with the marker in the first instance before any requests for remarking are made.

2.2 Chair of the Board of Examiners’ Role: The guidelines which follow require that formal requests for remarking assessment on grounds of academic error be directed to the chair of the Board of Examiners (defined at 3.2.2, below, as the subject coordinator).

3. Submission of Request for Remarking  
3.1 Students wishing to request review of a mark awarded to an assessment component of a subject must submit a case in writing outlining the reasons why remarking should be undertaken.

3.2 The written request outlining the reasons for remarking may be submitted to the chair of the Board of Examiners (who will normally be the subject coordinator) for determination.

3.2.1 ‘Examination Board’ is defined by the Assessment Policy as ‘the group of examiners responsible for assessment in each subject’.

3.2.2 The chair of the Examination Board is here understood as the coordinator of the subject for which the assessment component was submitted. In cases where there are two or more subject coordinators for a single subject the responsibility of chair of Examination Board is jointly held.

3.2.3 Where there are two or more subject coordinators for a subject, students may submit requests for remarking to any one of the listed coordinators. The coordinators may designate one of their number to evaluate and respond to the request or consult and provide a joint evaluation and response at their discretion.

3.3 The written case for remarking should be submitted within four weeks of release of the original mark. The Subject Coordinator is not obliged to consider any request for remarking submitted later than four weeks after the original mark has been released.

4. Evaluation and Response  
4.1 The subject coordinator may dismiss the appeal if s/he believes the case for remarking has not been made. A written response must be provided to the student informing him/her that a case has not been made and the assessment component will not be remarked.

4.2 If the subject coordinator believes a case for remarking has been made, s/he must appoint a second marker who will make an independent assessment of the work.

4.2.1 The second marker will provide a recommended mark and grade and, if required by the subject coordinator, a report.
4.2.2 The subject coordinator will then act as the arbitrator of the appeal process, with access to the work, the student’s letter of appeal and all markers’ recommendations. In light of this information, the subject coordinator will determine whether the original mark was appropriately determined according to established marking criteria. The original mark will then be confirmed or adjusted and the outcome communicated to the student.

4.3 Requests for Review of Fail Grades: In the cases of requests for remarking of assessment that has received a fail grade, the student should be made aware that the piece of work has already been double marked, and this should be taken into account when evaluating the request for further review. However, this does not preclude the subject coordinator appointing a third marker if the subject coordinator believes a case has been made for further reassessment.

5. Role of the Head of School
5.1 In cases where the subject coordinator is also the original marker of the assessment piece for which remarking is being requested, the student may choose instead to submit the request to the Head of School.
5.2 In cases where the subject coordinator, marker and Head of School are identical, a request for remarking may be submitted to the Undergraduate Coordinator or similar academic officer designated for that purpose by the School.
5.1.1 The procedure for submission of such requests to, and evaluation and response by, the Head of School or other designated academic officer is the same as for the subject coordinator (outlined under 2 and 3, above).

6. Further Appeal
6.1 In cases in which academic judgment alone is at issue there is no further recourse of appeal. The decision of the subject coordinator (as chair of Board of Examiners) is final.
6.2 Students always retain the right of appeal on procedural and other grounds encompassed by the Student Complaints and Grievances Policy (UOM0402) in accordance with the Student Complaints and Grievances Procedure (UOM0433).