Review and Re-mark of Assessment Policy

Policy Code: ACA-004   Version: 1.4S   Effective Date: 13 August 2010

Purpose:
To give a student the opportunity to have a mark awarded for an item of assessment or a final grade for a subject reviewed, or an item of assessment re-marked by a second marker

Scope:
- All campuses and online
- All courses, and programs
- All students, VET and Higher Education
- All academic staff, sessional lecturers and clinic supervisors

Policy Statement:
A student who is dissatisfied with the mark given for a piece of assessment may lodge a request with the Program Leader for the piece of work to be reviewed or re-marked. Requests must be lodged in writing, using the appropriate Endeavour form, no later than 10 working days after the mark is released or the work is returned, or made available for return, to the student. Requests must include the grounds for the appeal of the mark or grade.

The Program Leader shall evaluate the request for remark or review and determine whether the request has grounds for consideration.

Review
Assessment items eligible for review include essays, reports, case studies, other written assessment tasks such as tests or examinations, practical and clinical assessments but do not include:
- forms of assessment that do not involve significant academic judgement such as multiple-choice tests
Where a review is requested, the corrected piece of work will be reassessed by an appropriately qualified reviewer who will have access to:

- the reason for the mark review request
- the assessment criteria applicable to the item
- the original mark awarded
- the original marker’s comments on the item

The final assessment outcome for the item will be agreed between the original marker and the reviewer and they will agree to:

- increase the mark, or
- confirm the mark originally awarded

The reviewer must note his/her name and signature on the assessment item.

Items of reviewed assessment will not:

- include comments from the reviewer
- receive a revised mark that is lower than the mark originally awarded
- be eligible for re-marking

**Re-mark**

Assessment items eligible for re-mark include essays, reports, case studies, other written assessment tasks, practical and clinical assessments but do not include:

- tests or examinations
- forms of assessment that do not involve significant academic judgement such as multiple-choice tests
- assessment tasks that have already been reviewed

Where a re-mark is requested, a member of academic staff with appropriate expertise will be appointed by the Program Leader to re-mark the item in question. The second marker will be provided with a clean copy of the item of assessment and the criteria applicable to the assessment of the work. The second marker will not be informed of or provided with:

- the reason for the remark request
- the original, marked item of assessment
- the original mark awarded
- the original marker’s comments on the item of assessment

The mark awarded by the second marker will become the final mark notwithstanding the
fact that this second mark may be lower than the mark originally awarded.

The second marker must note his/her name and signature on the assessment item together with brief comments to the student on the quality of the work.

If a student remains dissatisfied with the result, the normal General Student Grievance Policy and Procedures apply.

**Related Procedures:**

**Review and Re-mark of Assessment Procedure**

**Definitions:**

**Review:** Process by which a mark for an item of assessment is reviewed with the result that the mark might be adjusted.

**Remark:** Process by which an item of assessment is marked by a second marker, with the outcome being that the mark awarded by the second marker, even if lower than the original, becomes the final mark for that item.

**Further Information:**

**Related Policies:**

- Assessment Policy
- Grievance Resolution Policy – Students and Clinic Clients

**Benchmarking:**

Monash University Policies and Procedures Bank

**Supporting Research and Analysis:**

Not Applicable

**Related Documents:**

- Request for a Re-mark of Assessment or Grade Form
- Request for a Review of Assessment or Grade Form

**Related Legislation:**

Not Applicable

**Guidelines:**

Not Applicable
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<th>National Academic Manager – Academic Standards</th>
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<td><strong>Policy Owner:</strong></td>
<td>National Academic Manager – Academic Standards</td>
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<td><strong>Contact:</strong></td>
<td>National Academic Manager – Academic Standards <a href="mailto:heather.morrison@endeavour.edu.au">heather.morrison@endeavour.edu.au</a></td>
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| **Approval Committee:** | Academic Board  
Meeting date: 20 May 2010  
Agenda Item: 4.2.1 |
| **Endorsement Committee:** | College Council  
Meeting date: 13 August 2010  
Agenda Item: D.18 |
| **Policy Status:** | New – Supersedes the following sections of the 2009 Policies and Procedures Handbook:  
- Appeal Against a Final Grade  
- Appeal Against a Mark  
- Appeal Process  
- Academic Appeals |
| **Responsibilities for Implementation:** | Heads of School  
National Student Support Coordinator |
| **Key Stakeholders:** | Teaching & Learning Committee  
All Teaching Staff  
Student Support Team  
Students |
| **Date for Next Review:** | 13 August 2011 |

### Version Summary

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