



## **Request for Review Of A Grade On An Assignment**

When a student disagrees with a mark or with evaluation feedback received on an assignment, s/he has a responsibility to demonstrate that s/he has been marked unfairly or inconsistently. The student must:

- Explain to the instructor, in writing, why the mark is not satisfactory, referring to the learning outcomes of the assignment and how the outcomes were achieved at a higher level than the mark given would indicate; and
- Identify the areas/questions and the written feedback where s/he believes that the evaluation was unfair and explain why.

Once a written appeal is received by an instructor, the mark will be reconsidered in light of the arguments presented by the student. If the instructor decides that the mark should not be revised then a second instructor may be consulted to review the assignment.

Students should be aware that a request to have an assignment reviewed by a second instructor may result in a lower grade, if the second instructor evaluates the assignment to be deserving of a lower mark. The grade given by the second instructor is final and will not be reviewed.

