

**La Trobe University**  
**FACULTY OF EDUCATION**

## POLICY ON REASSESSMENT OF STUDENTS' WRITTEN ACADEMIC WORK

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### **PREAMBLE**

La Trobe University has a Policy on Reassessment of Students Academic Work [online]. Available at [www.latrobe.edu.au/policies/](http://www.latrobe.edu.au/policies/).

Further advice is provided below regarding the procedures to be used in the Faculty of Education in implementing this policy. The advice relates particularly to the procedure for requesting a re-assessment (commonly referred to as a re-mark) of individual assessment tasks as opposed to the overall mark and grade for a unit.

### **REQUESTING A RE-ASSESSMENT OF AN INDIVIDUAL ASSESSMENT TASK**

1. Students should discuss queries about performance in assessment tasks with the relevant lecturer/tutor in the first instance.
2. A request for a re-assessment must be submitted within 14 days of the release of the result in question.
3. Students have the right to appeal against the initial mark of any piece of written work worth 20% or more of the total unit assessment; or against their final mark for the unit.
4. A request for a re-assessment must be made in writing to the Course Coordinator (if the course coordinator is the original marker then the Head of School) and must include the following information:
  - ✓ The assessment task that is the subject of the request
  - ✓ Confirmation that the student has discussed the issue with the lecturer/tutor
  - ✓ The outcome of that discussion
  - ✓ A clear statement of the reasons for requesting a re-assessment; those reasons must provide reasons for believing that the original assessment was not fair and reasonable; merely desiring a higher mark or grade, or claiming adverse circumstances during assessment, will not be accepted as grounds for a re-assessment.
  - ✓ If the request relates to an assignment (ie, not an examination or the final mark in a unit) then a clean copy of the submitted assessment piece must be provided as well as the original marked copy.

5. The Course Coordinator will determine whether the written request complies with the above requirements and whether the reasons given by the student warrant the assessment being re-assessed.
6. Should the Course Coordinator determine that a re-assessment is warranted, an appropriate member of academic staff will be requested to re-assess the assessment task according to the moderated assessment criteria and advise the Course Coordinator of the outcome. Where an assignment is being re-assessed, the academic re-marking will be given the unmarked copy to assess; they will not be given the original marked copy.
7. When there is a small discrepancy between the original assessment and the re-assessment the student is given the benefit of the doubt and given the higher mark.
8. Where the re-assessment is significantly higher than the original assessment the Head of School should investigate the original assessment and re-assessment. It may be appropriate to adjust the re-assessment mark downward or in extreme cases to adjust all the original marks in the unit.
9. The Course Coordinator will advise the student in writing or by email as to whether or not a re-assessment has been granted; and of the outcome of a re-assessment. Documentation relating to the request for re-assessment will be placed on the student file. The original copy of the assessment piece and the clean or re-assessed copy will be returned to the student.
10. A student has the right to appeal to the Head of School, the Dean and finally the Ombudsman should they still be dissatisfied. An appeal to the Head of School or Dean can only be lodged once the steps 1-9 above have been completed.

Approved by Faculty Academic Committee 6<sup>th</sup> April 2006.