

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	015	
		Policy Database Document Reference Number 112015P

REVIEW AND RE-MARK OF STUDENTS' ACADEMIC WORK POLICY

Purpose/ objectives	This policy entitles students to question their results formally within a set period of time.
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all programs • all enrolled students • all assessment tasks and examinations except those that cannot physically be reviewed or remarked (e.g. those conducted orally or in a practical/clinical setting).
Policy Statement	<p>All students have the right to request a review of individual pieces of assessment worth 20% or more of the final result for a subject.</p> <p>Except where there are extenuating circumstances, the request for a review must be made within the following time lines:</p> <ul style="list-style-type: none"> • for assessment tasks that the University returns to students with a grade, within ten working days of the release of the result for the individual assessment task; • for assessment tasks that the University does not return to students with a grade, within ten working days of the release of the final results for the subject for which the task was completed. <p>Students who are unsatisfied with the result of a review may request a re-mark. A student may have no more than one review and one re-mark of any individual piece of assessment or subject result.</p>
Supporting Procedures	Review and Re-mark of Students' Academic Work Procedures
Responsibility for Implementation	Deans Heads of School Registrars Academic staff
Responsibility for Monitoring Implementation and Compliance	Director, Academic Services
Status	Revised format and content. Prior approval Academic Board 10/1996. The implementation of the latest version of this policy supersedes all previous versions of this policy.

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	015	
		Policy Database Document Reference Number 112015P

Key Stakeholders	Deans Heads of School Registrars Ombudsman Students
Approval Body	Academic Board, 18 March 2009, Minute 430.3.1
Initiating Body or Person(s)	Curriculum Teaching and Learning Committee, 25 February 2009
Definitions	<p>Re-mark: the process by which a piece of assessed work is considered by an academic staff member other than the original marker to determine whether the original result should stand or be amended.</p> <p>Review: the process by which a piece of assessed work is considered again by the original marker to confirm whether the original result was correct.</p>
Related Legislation	Not applicable
Related Policy and Other Documents	Access to Assessed Material Retained by the University Policy
Date Effective	March 2009
Next Review Date	March 2013
Keywords	academic work, appeal, assessment, examination, grade, mark, re-mark, result, review
Owner/Sponsor	Director, Academic Services
Author	Director, Academic Services
Contact Person or Area	Policy Unit, Academic Services Division d.villani@latrobe.edu.au p.gilson@latrobe.edu.au