

Application for Reassessment

The information supplied on this form will remain confidential.

Student Name:
Lecturer:
Subject:
Class:
Assignment Title(s):

Please specify which form of reassessment you are applying for and detail the relevant information in the section below:

- Resubmission**
Applications for resubmission are only available to students who have received a grade in the range of 45-49%.
- Re-mark**
Students may only request the re-marking of an assessment task based on grounds of a failure in procedure and/or where the student can demonstrate their work has been inappropriately marked based on the assessment criteria.

Please explain why you are requesting the reassessment of an assessment task and provide any relevant information in support of your application.

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I have read the School's policy on Reassessment (overleaf) and accept the conditions outlined in the policy.

Student's signature: Date:/...../.....

OFFICE USE ONLY

Application received by:..... Date received:...../...../.....

Application assessed by: On/...../.....

Student notified of outcome on/...../.....

Details of reassessment:

.....
.....

Due date (for resubmissions)/...../.....

Mark issued:

SIGNED:

Lecturer: Date:/...../.....

Academic Administrator: Date:/...../.....

Reassessment Policy and Procedure

| | |
|-----------------------|-----------------|
| Policy Id | T004 |
| Version | 2 |
| Drafted by | Anna O'Loughlin |
| Approved by | Academic Board |
| Approval date | 12 August 2014 |
| Responsible person | CEO |
| Scheduled review date | August 2017 |

Introduction

1. This policy describes the circumstances and the procedures by which a student can request the re-mark or re-submission of an assessment task in a semester course unit, prior to the final summative assessment.

Reassessment refers to the re-marking or resubmission of an assessment task, unlike a supplementary assessment. For further information on supplementary assessments, please refer to the Supplementary Assessment Policy.

Purpose

2. This policy sets out the principles which underpin the Adelaide Central School of Art's approach to reassessment, and the mandatory procedures which ensure that the principles are implemented.

Scope

3. This policy applies to all enrolled students.

Definitions

- 4.1 **Student:** The term 'student' includes enrolled students.
- 4.2 **Summative assessment:** Summative Assessment is a quantitative result provided at the end of each semester unit. Each student's body of work over the course unit is assessed and given a graded result upon completion of the semester course unit.
- 4.3 **Resubmission:** Resubmission is where a student is permitted to make significant changes to an assessment task for which they have received a grade of 45-49%.
- 4.4 **Re-mark:** A re-mark is the reassessment of an assessment task.

Policy

- 5.1 The Adelaide Central School of Art will consider applications for re-marks and resubmissions in accordance with this policy.
- 5.2 In line with the Reassessment Policy, students are eligible to apply for
 - The re-marking of an assessment task, or
 - The resubmission of an assessment task for which they have received a grade of 45-49%
- 5.3 Submitting an application for reassessment is no guarantee of approval.
- 5.3 The School will seek to ensure that all requests for reassessments are dealt with fairly, constructively, promptly and with due regard for confidentiality.
- 5.4 Requests for reassessment withdrawn by a student will be considered resolved.

Responsibilities

- 6.1 The Chief Executive Officer (CEO) of the School is responsible for ensuring that staff follow the School's policy and procedures for responding to applications for reassessment.
- 6.2 The Student Liaison Officer is responsible for assisting students who wish to request a reassessment under this policy.
- 6.3 The Academic Administrator (AA) is responsible for managing the reassessment process once a student has submitted a request.

Procedure

7. Resubmission of an Assessment Task

7.1 Grounds for Applying for a Resubmission

Students who have failed an assessment task by a small margin (45-49%) may be eligible to apply for a resubmission. This process may also be initiated by the lecturer.

Submitting an application for a resubmission is no guarantee of approval. Applications will be assessed on a case-by-case basis, but possible grounds for refusing an application may include cases whereby:

- the Fail grade was awarded because the assessment task was incomplete
- the Fail grade was in part a result of marks deducted for late submission
- there is a pre-existing Academic Counselling Plan signed by the lecturer and student which details conditions relating to the reassessment of work.

7.2 Application for Resubmission

A student may request to resubmit an assessment task by completing the official Application for Reassessment Form (available from Administration and the School's website). The completed form must be submitted to the Academic Administrator.

The student must apply for the resubmission within a reasonable timeframe, generally no more than 7 calendar days after being notified of the result of the assessment task.

7.3 Notification of Outcome of Application

The Academic Administrator will notify the student of one of the following outcomes within 7 calendar days of receiving the application for resubmission, either:

- a) the application is unsuccessful; in which case the student will be informed of the reasons for the decision, or
- b) the student is eligible to resubmit; in which case the student will be notified of the due date for the resubmission. The due date should not exceed 14 calendar days from the date of notification.

If the application has been approved, the Application for Reassessment Form must be signed by both the lecturer and Academic Administrator.

7.4 Assessment and Grading of Resubmission

The lecturer will assess the resubmission and notify the student of their grade within 14 calendar days of receiving the work. If appropriate, the grade will be moderated by another lecturer within the same faculty.

Only the grades of P (Pass) and F (Fail) will be awarded. The results of the resubmission will not be graded above the level of 50% Pass.

The student should be aware that the result determined from the resubmission represents the final grade.

All students receive a single final grade for each course unit, whether or not any form of secondary assessment was necessary to achieve that grade. No indication of the resubmission will appear on the official academic transcript.

7.5 Appealing a Decision

For appeals against a decision not to permit a resubmission, students can refer to the Academic Grievance Procedures.

A student will not be eligible to apply for a second resubmission of the same assessment task.

8. Re-marking of an Assessment Task

8.2 Grounds for Requesting a Re-mark

Students can only request the re-marking of an assessment task based on grounds of a failure in procedure and/or where the student can demonstrate that their work has been inappropriately marked based on the assessment criteria. Examples of valid grounds for a request for re-mark may include:

- The assessment result was not based on the assessment methods specified in the course information documents.
- Progress was disadvantaged due to issues relating to teaching and feedback. Please note students are expected to raise these issues as they arise in accordance with 7.1 of the Student Grievance Policy.
- Written/verbal feedback is inconsistent with the assessment result.

In cases where assessment tasks have been moderated, this may be considered sufficient grounds for refusing a request for a re-mark.

8.3 Application for a Re-mark

A student may request a re-mark by completing the official Application for Reassessment Form (available from Administration and the School's website). The completed form must be submitted to the Academic Administrator.

The student must apply for the remark within a reasonable timeframe, generally no more than 7 calendar days after being notified of the result of the assessment task.

8.4 Notification of Outcome of Application

Once the request has been received, the Academic Administrator will determine if there are grounds for a re-mark, in consultation with the Head of Department when necessary.

The Academic Administrator will notify the student in writing as to whether the request has been granted within 7 calendar days.

If the request is not granted, the Academic Administrator will also provide feedback on why the request was denied when notifying the student of the outcome.

8.5 Assessment and Notification of Final Grade

Where a re-mark is granted, the work in its original form will need to be submitted to the Academic Administrator. The lecturer who initially marked the work will be required to confirm that the work has not been changed since it was originally submitted. The re-mark will then be conducted by a different lecturer within the same Department, to be determined by the Academic Administrator. The lecturer conducting the re-mark will not be provided with the details of the student's original mark.

Once the work has been received by the Academic Administrator, the re-mark should be completed and the student notified in writing of the outcome within 14 calendar days.

Where there is a change to the result, the Head of Department must approve the change prior to the student being notified.

The student should be aware that the result determined from the re-marking represents the final grade.

8.6 Appealing a Decision

For appeals against a decision not to award a re-mark, students can refer to the Academic Grievance Procedures. A student will not be eligible to apply for a second re-mark.