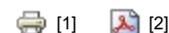


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# Assessment Re-mark - Procedures

**Document Number:**

3.10.10b

**Topic:**

[3.10.10 Assessment Re-mark](#) [3]

**Approval Authority:**

Academic Registrar

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Monday, November 16, 2015

**Evaluation Timeframe:**

3 Yearly Review

**Audience:**

All Staff

All Students

**Document Web Links:**

[PPL 3.10.02 Assessment](#) [4]

[PPL 3.10.03 The Course Profile](#) [5]

[PPL 3.10.07 Grading System](#) [6]

[PPL 3.60.02 Student Grievance Resolution](#) [7]

[PPL 3.10.12 Finalisation of Grades](#) [8]

[Request for Assessment Re-mark Form](#) [9]

**Notes:**

June 2017 - Section 4.4 - period of lodgement for Request for Assessment Re-Mark changed to 20 working days. July 2018 - administrative amendment to sections 4.4.1 and 4.4.2 relating to the process for requesting a re-mark. November 2019 - Update to Section 4.1 - gendered language.

## 1. Purpose and Objectives

These procedures outline the processes relating to re-mark of assessment and enact [PPL 3.10.02a Assessment – Policy](#) [4] and [PPL 3.10.02b Assessment - Procedures](#) [4].

## 2. Definitions, Terms, Acronyms

**Criterion** – a property or characteristic by which the quality of something may be judged.

**Re-mark** – reconsideration of a mark or grade awarded for an item of assessment against the marking criteria and standards.

**Standard** – a definite level of achievement aspired to or attained. Standards specify levels of quality (or achievement, or performance) for each criterion.

## 3. Procedures Scope/Coverage

These procedures apply to all students enrolled in, and all staff involved in the delivery of undergraduate and postgraduate courses at The University of Queensland. These procedures apply to pieces of assessment for which it is feasible to reconsider the original assessment judgement, but may exclude some assessment such as performance of a practical task or an oral examination.

## 4. Procedures Statement

### 4.1 Purpose of a re-mark

A student who believes the judgement of their work and the resulting mark or grade they were awarded for a piece of assessment does not reflect their performance as measured against the published assessment criteria, can apply for a re-mark.

The purpose of reconsidering assessment judgements is to ensure the marking criteria and standards have been applied appropriately.

If the request for a re-mark is approved the work will be re-assessed against the marking criteria and standards.

If the mark is found to be incorrect due to a mathematical error in the calculation of the final result, this is not a re-mark. Amendments to a final result because of (i) a mathematical error or (ii) non-inclusion of the marks from a piece of assessment, are considered an administrative error. Such errors are submitted to the Academic Registrar, through the faculty, for approval to have the final result changed.

Reconsideration of a mark that involves review of the academic judgement will in all cases be treated as a re-mark request.

### 4.2 Conducting a re-mark

Where possible, the re-mark will be conducted by an independent marker who will be provided with examples of different levels of performance against the criteria and standards.

In all cases where a re-mark is approved, the assessment piece will be re-marked in its entirety. In exceptional circumstances the associate dean (academic) may permit only a discrete section of the assessment piece be re-marked. Such exceptions may be an examination comprising short answer and

multiple choice questions where only the short answer questions are re-marked.

In applying an amended grade on the basis of a re-mark, faculties and schools must take into account whether adjusting a condition for one student may have implications for other students in the course. The result of re-marking should not unfairly disadvantage other students.

A re-mark will be conducted once only on the piece of assessment.

In all cases, a re-mark will replace the original mark for the piece of assessment in the calculation of the final grade which could result in a higher or lower grade.

## 4.3 Grounds for consideration

An application for a re-mark is considered only when the student:

1. has sought and received feedback about their performance on the assessment from the course coordinator or lecturer concerned (or has viewed the piece of assessment and, where available, model answers/written comments or other feedback/etc); and
2. after receiving feedback, provides a sound written academic case to demonstrate how the mark or grade awarded for an entire task, or a discrete component of a multi-component task, does not reflect their performance against the advertised criteria and standards for that work. Students should reference the published assessment criteria for the piece of assessment and clearly show where they believe there are grounds for reconsideration of the assessment judgement.

The desire for extra marks to achieve a higher final course grade is not sufficient grounds for a re-mark, nor is performance in other courses.

## 4.4 Timing of re-marking requests

The timing for re-marking requests enables grades to be finalised by the 're-mark finalisation date' as specified in [PPL 3.10.12 Finalisation of Grades](#) [8].

Where marks for the piece of assessment are available before the commencement of the end of semester examination period, a request for re-mark is only considered if the request is submitted before the finalisation of results for the course and no later than 20 working days after the release of marks for that piece of assessment.

Where marks for the piece of assessment are not available until after the commencement of the end of semester examination period, a request for re-mark is only considered if the request is submitted by the following dates:

- for first semester assessment, by the first day after the second semester mid-semester recess;
- for second semester assessment, by the first day of week 3 in first semester of the next year; and
- for summer semester assessment, by the first day after the first semester mid-semester recess.

### 4.4.1 Re-mark requests submitted prior to the finalisation of results

If a student requests a re-mark before the date of finalisation of results for the course, the following procedures apply:

- The student must complete a [Request for Assessment Re-mark form](#) [9].

- The head of school determines, in consultation with relevant academic staff members, whether grounds for a re-mark exist, and if so, arranges for the piece of assessment to be re-marked.
- If required, the school follows the procedure to change a finalised result in accordance with [PPL 3.10.12 Finalisation of Grades](#) [8].
- The revised mark is communicated to the student.
- In accordance with the University's procedures on records management, the school must keep a record of the outcome of re-mark request for one year from the date of publication of results.

#### 4.4.2 Re-mark requests submitted after the finalisation of results

If a student requests a re-mark after the date of finalisation of results, the following procedures apply:

- The student must complete a [Request for Assessment Re-mark form](#) [9].
- The executive dean of the faculty responsible for the administration of the student's program determines, in consultation with the head of the school that owns the course, whether grounds for a re-mark exist, and if so, the head of school arranges for the piece of assessment to be re-marked.
- An executive dean may direct the associate dean (academic) of their faculty to liaise with the head of school on their behalf.
- If required, the faculty follows the procedure to change a finalised result in accordance with [PPL 3.10.12 Finalisation of Grades](#) [8].
- The revised mark and amended grade (if applicable) are communicated to the student.
- In accordance with the University's procedures on records management, a record is kept of the application for a re-mark and the outcome.

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#### Workflow State:

Approved

#### Approval Text:

Approved by the Academic Registrar on 26 November 2019.

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