

**DEPARTMENT OF GEOGRAPHY ASSESSMENT POLICY  
FOR RE-GRADING OF STUDENT ASSIGNMENTS AND EXAMS**  
*APPROVED, NOV 2013*

The purpose of this document is to formalize a departmental policy with regards to Student Assessments, consistent with the University Student Assessment Policy and the Faculty of Science Guidelines and Procedures annotations, 22 January 2013. The following defines the procedures applied within the Department of Geography. As per University guidelines, this policy is meant to ensure that students are treated equally with respect to re-grading and re-reading of course assessments. The policy applies to all undergraduate courses in the Department of Geography that are evaluated by any form of Assessment. Please refer to <http://www.mcgill.ca/science/student/general/course/grading> for the Faculty of Science guidelines and procedures on the University Student Assessment Policy.

These guidelines do not apply to Final exams. Final exam re-assessment requests are administered by the Service Point.

**1. Review of Assessments by Student:** *(by instructor or grader; not Third Party)*

As per section 3.6.1 of the University Student Assessment Policy: “Subject to reasonable administrative arrangements and provided the request is made by a Student within a reasonable time after the notification of a mark, every Student has a right to consult any written Assessment for which he/she has received a mark and a right to discuss this Assessment with the Instructor/Examiner.”

- 1.1 The Department of Geography defines a reasonable period of time as 10 business days following the notification of a mark. After this time, consultation on any assignment mark is at the discretion of the instructor.
- 1.2 Students may request to consult their graded assignments with the instructor or TA to understand their mistakes and receive further feedback on the reasons for the grade. No formal process is required by the Department of Geography.
- 1.3 A request to consult one’s work is not a request for a reassessment. Any change in grade arising from a review of an assessment is at the discretion of the instructor or grader.

**2. Re-read by a Third Party:**

- 2.1 As per section 3.7.1 of the University Student Assessment Policy: “Subject to reasonable administrative arrangements, and provided the request is made by a Student within a reasonable time after the notification of a mark, Students have a right to an impartial and competent re-read of any written Assessment and, where warranted, a revision of the grade received.”
- 2.2 As per section 3.7.2 of the University Student Assessment Policy (Faculty of Science annotation): “Rather than re-correct the work and grade it as they would have done themselves, reviewers assess the *appropriateness* of the original grade based, for example,

on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original – i.e., the reviewer's grade takes precedence over the original grade.”

- 2.3 In the case of a request for a re-grade, ‘a reasonable time after notification’ is defined by the Faculty of Science to imply 10 business days following the receipt or viewing of the assessed material. In the case of the Department of Geography, this will be defined as 10 business days following the date of the consultation with the instructor. The student thus has 10 business days following receipt or viewing of their grade to contact the instructor for a primary consultation, at which time they will attempt to resolve any concern. They will then have another 10 business days from the date of that first consultation meeting to submit a request for a third party re-grade.
- 2.4 Students are required to contact the instructor to consult and meet on the reasons for the original grade before requesting a re-read by a Third Party. Re-reads by a Third Party will not be granted where a Student has not contacted and met with the primary instructor in advance to try to resolve their concerns.
- 2.5 Requests for a re-grade in the Department of Geography must be made in writing using the attached request form, and include: a) the original assignment, b) a written statement justifying the reasons for requesting a re-grade, c) a copy of the assignment/exam information and/or grading key provided to the Students by the instructor, d) confirmation by the instructor of the course that they have met with the Student regarding the assessment and details of any resolutions attempted, e) acknowledgement that the re-graded mark will replace the original mark and will be final. Students will not have the option of declining the re-graded mark if it is lower than the original grade.
- 2.6 The re-grader will be another faculty member in the Department of Geography, selected by the Department Chair.
- 2.7 The re-grader may choose to request copies of instructor/grader marking keys or examples of other marked assignments, where available and appropriate, to support their review. Where feasible, the student name and the original mark will not be made available to the re-grader until following re-grading of the assignment/exam.
- 2.8 The re-grader will conduct a re-grade of the assignment/exam and make a recommendation to the Chair. A final decision will be made by the Chair and communicated to the student within 10 business days of the submission of the request for a re-grade by a third party.

**DEPARTMENT OF GEOGRAPHY  
STUDENT REQUEST FOR RE-GRADE BY A THIRD PARTY**

*Please read the Department of Geography Policy for Re-grading of Student Assignments and Exams prior to requesting a third-party re-grade.*

**Student name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Description of assessment**

(e.g. midterm, quiz, final written paper): \_\_\_\_\_

**Original grade:** \_\_\_\_\_

*Where feasible, the original grade will not be made available to the re-grader.*

*Please complete the following checklist and included all required documentation. Incomplete requests will not be accepted.*

- I have read the University Student Assessment Policy, annotated to include Faculty of Science Guidelines and Procedures, January 22, 2013, as well as the Department of Geography Assessment Policy for Re-grading of Student Assignments, November 1, 2013.
- Date received or viewed mark: \_\_\_\_\_
- Date of primary meeting with instructor to resolve grading concerns: \_\_\_\_\_
- I have already consulted and met with the instructor regarding the reasons for the original grade.
- I have included with this request form the Original Assignment/Exam (no photocopies please), or in the case of assessments not returned to students, have attached confirmation that I have requested the instructor to forward the Original Assignment/Exam to the department Chair.
- I have included with this request form a written statement justifying the reasons for requesting a re-grade by a third party, including description of my consultation with the instructor.
- I have included with this request form a copy of all assessment or grading information provided to the Students by the Instructor.
- I have attached evidence provided to me by the Instructor that a consultation has taken place, and describing the details of any resolutions attempted. E.g. email or message from instructor confirming consultation details, dates, and date assessment grade was made available to student.
- I acknowledge that the new mark assigned by the third-party re-grader will replace the original mark and will be final. I accept that I will not have the option of declining the re-graded mark if it is lower than the original grade.**

Requests should be submitted to the Department of Geography Undergraduate Coordinator, Burnside Hall Rm. 705. Requests will be reviewed by the Chair of the Department of Geography, who will assign another faculty member in the Department of Geography as a re-grader. The re-grader may choose to request copies of instructor/grader marking keys or examples of other marked assignments, where available and appropriate, to support their review.

*A final decision will be made by the Chair and communicated to the student within 10 business days of the submission of the request for a re-grade by a third party.*

**IMPORTANT NOTE:** These guidelines do not apply to Final exams. Final exam re-assessment requests are administered by the McGill University Service Point.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read and understood this form, and agree to the terms written above.*

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**Final Decision:**

**Re-grader signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_