



McGill Institute for the Study of Canada
L'Institut d'études canadiennes de McGill



Reread and Reassessment Policy

Last Passed:

Wednesday, March 10th, 2021

The purpose of this policy is to clarify the procedures and the timelines on reread and reassessments for students enrolled in Canadian Studies courses. This Reread and Reassessment Policy is relevant only to students enrolled in Canadian Studies (CANS) courses.

It is strongly recommended that students discuss their assessments and examinations with their Teaching Assistant (TA), their Instructor, or Professor before proceeding with the formal procedures stipulated in this policy. Further, it is highly recommended that students take time to process feedback provided and to reflect before commencing the procedures within this policy.

Reread and Reassessment Policy

Part 1: Definitions and Information

- 1.1. Coursework is defined as:
 - 1.1.1. Midterm examinations;
 - 1.1.2. Quizzes;
 - 1.1.3. Assignments;
 - 1.1.3.1. Reading or discussion responses
 - 1.1.4. Reports;
 - 1.1.5. Term Reports / Papers;
 - 1.1.6. Take Home Exams;
 - 1.1.7. Other assignments that are assigned before the commencement of the final exam period as stipulated by the University.
- 1.2. Final examination is defined as:
 - 1.2.1. An examination that occurs during the exam period as stipulated by the University.
- 1.3. This policy will apply only if the course instructor or faculty member does not provide a separate reread or reassessment policy within their syllabus at the beginning of the school term.
- 1.4. This policy is applicable only to students registered for Canadian Studies courses (CANS).
 - 1.4.1. If students are enrolled in cross-referenced courses, they must be enrolled in the Canadian Studies (CANS) section of the course for this policy to apply.
- 1.5. This Policy is complementary to the Faculty of Arts [Reassessment and Reread Policy](#). It provides relevant procedures deriving from the Faculty Policy.
- 1.6. This Policy can be amended upon mutual consent by the Faculty of the McGill Institute for the Study of Canada and the Canadian Studies Association of Undergraduate Students.
 - 1.6.1. This policy shall continue to apply even after a change in name of one or more of the parties, as long as the relationship of the two parties continue to prevail.

Part 2: Students' Rights

- 2.1. Students have a right to discuss and to receive feedback on their performance on coursework or final examination within a reasonable timeframe from the Teaching Assistant (TA) or instructor or examiner of the course.

Part 3: Informal Review Request

- 3.1. Students may request an informal review of their coursework with their instructor (or TA where applicable).

- 3.1.1. The instructor will have the discretion to request an explanation, of a maximum of one page, outlining the reasons for the request for review.
- 3.2. Students must commence this process within 10 business days of receiving their graded coursework.
 - 3.2.1. In the event that the semester ends while an informal review is underway, the process will continue regardless, until the Instructor provides a decision.
- 3.3. Instructors shall aim to provide the outcome of the informal review within 20 business days after receipt of the request.
- 3.4. If applicable, it is recommended that students request a review of their coursework with their TA before approaching their Instructor. However, students may choose to speak directly with the Instructor.
- 3.5. Students dissatisfied with the informally reviewed grade may pursue a formal request for review.

Part 4: Formal Review Request

- 4.1. A student wishing a formal review request must do so within the following timeframe :
 - 4.1.1. 10 business days after receiving the outcome of an informal review; or if preferred,
 - 4.1.2. 10 business days after receiving the outcome of the coursework.
 - 4.1.3. If students have circumstances that prevent them from complying with the deadlines, they should inform the department at their earliest availability.
- 4.2. Students will submit the following to the Program Director of the McGill Institute for the Study of Canada:
 - 4.2.1. The original graded coursework;
 - 4.2.2. The original coursework instructions and / or guidelines provided;
 - 4.2.3. One-page maximum response detailing the reasoning of the request for review;
 - 4.2.4. The name of the instructor of the course.
 - 4.2.5. Students may submit their request on an anonymous basis and must make this known in writing with their formal review request.
- 4.3. If the instructor of the course is the Program Director, the student may contact the Director of the McGill Institute for the Study of Canada (MISC) to proceed with the formal review.
- 4.4. MISC shall request another instructor with relevant knowledge of the course to review the original coursework and to provide a reassessment.
 - 4.4.1. The second reviewer will receive all the items in section 4.2 of this Policy.
 - 4.4.2. The reviewer must provide his/her/their comments that explain intelligibly the grade they have given.
- 4.5. Students must be aware that the reassessment will be done with the original feedback and grades visible.
- 4.6. Students' marks may remain the same, become lower, or higher. Once the reviewer provides a grade, it cannot be changed.

- 4.7. The reviewer shall aim to provide the outcome of the informal review within 20 business days after assignment of the reassessment request.

Part 5: Final Examinations

- 5.1. Final examinations that occur during the University-designated period cannot be reread at the departmental level.
- 5.2. Students must submit their formal request via the online portal on the [Service Point website](#) and pay the [relevant fees](#) associated with the request.
- 5.3. The deadlines for reread submissions are available on the [Arts OASIS website](#).

Part 6: Acknowledgement

- 6.1. This Policy was drafted based on the “[Assessment and Re-Read Policy](#)” from the McGill University Department of Political Science and the “[Re-Assessment and Re-Read Policy](#)” from the McGill University Department of History and Classic Studies.

Appendix A : Contact

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