

Assessment and Re-Read Policy

Department of Political Science

The objective of this policy is to clarify guidelines for assessments and re-reads in the Department of Political Science. This policy is based on consultation with students and faculty.

The following policy will apply to all courses, unless the professor includes an alternative policy on the course syllabus. Under this policy, grades may go up, down or remain the same after a re-assessment. There are three sections to this policy. Section 1 provides information regarding student rights. Section 2 lays out the guidelines for an informal re-read. Section 3 lays out the guidelines for a formal re-read. Students must make every effort to use the informal re-read policy before attempting a formal grade review.

1. Student Rights and General Information

- 1.1 Students are entitled to a discussion explaining the rationale behind a grade if a comprehensive explanation has not previously been provided. Students should not request a re-read until they understand why they received the grade that they are contesting.
- 1.2 If grades for assessments are provided in the form of letters (i.e. A, B, C), students may request the numerical value earned.
- 1.3 Professors are strongly encouraged to provide information regarding their re-grading policies on their course syllabi.

2. Informal Requests for Review

- 2.1 If an assessment was graded by a Teaching Assistant (TA), the student should discuss the grade with the TA informally before approaching the professor.
- 2.2 Students will be allowed two weeks following the return of a graded assessment to request a re-read. Professors may accept requests for rereads after the two-week period.
- 2.3 The reread should be completed within four weeks of the request.
- 2.4 At their discretion, professors may require students to include a brief (1-page max) statement explaining why the student feels the grade is inappropriate.
- 2.5 If an assessment has not been returned prior to the end of classes during a given semester, students will be allowed to request re-reads and grade changes in the following term.
- 2.6 Students still unsatisfied with their grade following the re-read by the professor may request a formal review (see section 3).

3. Formal Requests for Review

- 3.1 If a student requests a formal review of an assignment, the student must specify the reasons for the request in writing and submit this written document to the Undergraduate Program Director (UPD).
- 3.2 Where the student was returned the original graded materials, the student will bring them to an appointment with the UPD. The UPD will clarify the rereads policy to the student, emphasizing that the assignment will be re-assessed with the corrections and mark intact, and that the mark may become higher, lower or remain unchanged.
- 3.3 The UPD will ask a second member of the Department competent in the assignment's area of study to review the original assignment and to grade it.
- 3.4 The second reader is given the original assignment, with the marginalia, corrections, summary comments and mark intact. The second reader is also to be given the student's letter, specifying the reasons for the review of the grade, and any note from the instructor pertinent to the general nature of the course or the assignment.
- 3.5 It is the second reader's task to assess the appropriateness of the mark. The second reader should support his or her opinion of the original mark with a brief memorandum to the UPD.
- 3.6 The student may choose to have his or her identity remain anonymous to the second reader. The student should discuss this decision with the UPD.