Assessment feedback, remarks and final results
Context
This document provides information on –

- providing feedback on assessment
- finalising results
- advising students who are unhappy with a result

Policy
The University policy covering these matters is set out in PPL 3.10.02 – Assessment.

Feedback on assessment
University policy entitles students to receive ‘timely feedback on assessment’. Feedback does not need to be given on an individual basis. However, the policy makes provision for individual feedback on end of semester examinations.

Requests to remark assessment
If a student has received feedback on a piece of assessment and remains unhappy with their mark, a remark request can be made. There are strict deadlines for applications for remarks (See PPL 3.10.10).

The policy statement sets out the grounds and timing for such requests. Staff should not promise or attempt a remark until the student has complied with the University policy.

Remark requests by a student must include a sound academic case on why the mark awarded did not reflect the published assessment criteria for the assessment. If a student makes that case, a remark may be approved and to be fair to all other students, the staff member may need to remark the assessment for all other students.

A remark request is generally refused when a student seeks ‘a few more marks’ to receive the next higher grade.

Staff should not volunteer to remark a paper unless the remark has been formally approved.

Administrative Errors
It is important to note that the following are not remarks –

- correcting an arithmetic error in the calculation of the final result
- non-inclusion of marks for a piece of assessment
- spreadsheet sorting errors

Note that administrative errors which result in an amendment to final results require supporting documentation which clearly shows how the error arose. This material is sent to the Academic Registrar for approval.

Special Consideration
The University does not offer special consideration.
Exemption from course requirements

The University does not offer exemptions. Students will not be given exemptions, or partial credit from any previous attempt of a course, for any piece of assessment. They must complete all of the learning activities and assessment items each time they take a course.

Examiners meetings

Examiners’ Meetings are held at the end of each semester (see SoMME Examiner Meeting Guidelines).

Help!

If you need advice, please contact the School Manager or the Senior Administrative Officer.

A good source of information for this material is found on the myAdvisor website.