



# REQUEST FOR MARKS REASSESSMENT

## (TO BE COMPLETED BY THE STUDENT)

3700 Willingdon Avenue  
Burnaby, BC V5G 3H2

This form supports Policy 5104, Academic Integrity and Appeals and Policy 5104-PR1 Academic Decision Review Process. See the reverse of this form for instructions on filing. The Marks Reassessment fee is \$25. It is vital that you provide accurate contact information. If you cannot be contacted, you risk missing important deadlines and information, and may jeopardize your ability to further appeal. **Please print clearly in ink.**

Student ID No.	Surname	Given Name
Street Address		Apt. No.
City	Province	Postal Code
Phone	Email	

Course Name	Course Number	Mark Obtained in Course
Program Name (Include SET if applicable)		Date Course Ended

**HAVE YOU CONSULTED WITH:** (Print names)

Course Instructor	Date
Chief Instructor or Course Program Head	Date

**REASON FOR THE REASSESSMENT**

**Please print clearly in ink.** Additional pages may be added if required.

Reason for Reassessment Request	
Desired Result	
Student Signature	Date

**NOTE:** Any course work to be included in the reassessment (i.e. reports, assignments, quizzes, labs, etc. which would have been returned by the instructor) need to be included with this request. If the final exam is to be considered, the student must request that it to be provided and the department will supply the exam.

**THIS SECTION TO BE COMPLETED BY THE ASSOCIATE DEAN'S OFFICE ONLY**

Associate Dean's Name	Received Date
Reassessment Assigned To	Date

Records Classification 7030-20. BCIT collects your personal contact information and marks information for a BCIT course for the purposes of gathering information relevant to consideration of a mark reassessment.

# INSTRUCTIONS

## STEP 1 – INFORMAL MARKS REVIEW BY INSTRUCTOR

1. First discuss the matter with the course instructor responsible for the initial assessment and let the Chief Instructor or course Program Head know of the concern.
2. The instructor will review the mid-term or final exam, assessment, or project/practical work, and check the calculation of the grade and notify the student why the grade was awarded.
3. If there is no satisfactory resolution a student may request a formal Marks Reassessment.

## STEP 2 – FORMAL REQUEST FOR MARKS REASSESSMENT (SEE TIME LIMITS BELOW)

1. Complete the Request for Marks Reassessment form with:
  - a. Complete and accurate information
  - b. Clearly stated reasons for the request
  - c. Documents supporting the request (i.e. reports, assignments, quizzes, labs, etc. which would have been returned by the instructor or which can be requested for reassessment purposes).
2. Pay the Reassessment Fee at Student Information and Enrolment Services (SIES) at the Registrar's Office. This fee will be returned if the mark is adjusted in the student's favour.
3. Bring the completed Request for Marks Reassessment form to the office of the Associate Dean responsible for your program. If you are not enrolled in a program, take the form to the Associate Dean responsible for the course. Include the following with your form:
  - a. A copy of the reassessment fee receipt (from SIES)
  - b. All appropriate course work to be considered during the reassessment

**NOTE:** Requests may be denied if any one of these requirements has not been completed.

## TIME LIMITS

Formal Request for Marks Reassessment must be received by the Associate Dean's office within five (5) business days after the start of classes in the next term or within twenty (20) business days after the final marks are available, whichever occurs first.

## EXTENSIONS

Extensions of time may be given if the student can demonstrate they were unable to contact the instructor for an informal marks review before the deadline, or if departmental circumstances prohibit the student from meeting the deadlines. The Associate Dean will determine a suitable extension and will communicate that decision to the student and to the department.