
Grade Re-Assessment

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Objectives

This procedure applies directly to Policy 5103, Student Evaluation. This document contains an overview of the procedures to be followed for the first two of four levels of Grades-related decision reviews (Diagram 1).

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Who This Procedure Applies To

This procedure applies to BCIT students, faculty, and other employees.

Other Information

Procedures associated with Policy 5103:

5100-PR1 – Student Reports/Student Performance Contracts

Grades-Related Decision Reviews

When students are dissatisfied with grades-related decisions, they may request a Grades-Related Decision Review. Examples of student work or standing that could be subject to a grades-related decision review are:

- A mid-term or final exam
- A major project
- Practicum or directed studies results
- A final grade calculation for a course
- Academic standing based on grades

Students should bring requests for Grades-Related Reviews to the attention of their instructor within five (5) business days after receiving the grade. For cases where the course is concluded, students may still initiate a request for a Grades-Related Decision Review within five (5) business days after the start of classes in the next term or within twenty (20) business days after the final grades are available, whichever occurs earlier. (see *Time Limits and Extensions*).

There are two steps to Grades-Related Decision Reviews, which are referred to as “grade re-assessments”:

1. Informal review by instructor
2. Formal request for re-assessment

Formal grade-reassessments may be appealed as per the Decision Review Board policy (5104).

Step 1: Informal Review by Instructor

Students who wish a re-assessment of their academic work should first discuss the matter with the instructor responsible for the initial assessment. The instructor (or designate) must review the mid-term or final exam, assessment, or project/practical work, and check the calculation of the grade, to clarify why the student was awarded the grade.

The student should document their understanding of this meeting and forward it to the instructor for confirmation.

Distance education students should contact their instructor in the manner previously established for their course whenever possible. If additional assistance is required, the student should contact the program area of study for further consultation.

If there is no resolution resulting from this discussion with the instructor (or designate) a student may submit a formal Request for Re-assessment.

Step 2: Formal Request for Re-assessment

The Student

1. Students seeking the next level of review will need to obtain the “Request for Grade Re-assessment” application form, which is available from the office of the teaching associate dean responsible for the program/course in question.
2. The student completes the Grade Re-assessment form, making sure to:
 - Provide complete and accurate information
 - Clearly state the error(s) that form the basis for the request for re-assessment

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

3. The student returns the following to the office of the associate dean responsible for the program/course:
 - The completed “Request for Re-assessment” application
 - All appropriate course work to be included in the re-assessment (i.e., reports, assignments, quizzes, labs etc.) which would have been returned by the instructor. If the mid-term or final exam is being re-assessed, the student must request to the associate dean that it be provided, and the Department will supply the exam.

Time Limits and Extensions

The completed “Request for Re-assessment” application and associated materials must be received by the teaching 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 grades are available, whichever occurs earlier.

In cases where the student was unable to contact the instructor for an informal grade review before the deadline for a formal request for re-assessment, the student must be prepared to provide evidence that they attempted to do so in a timely manner. Upon receipt of this evidence, the teaching associate dean will determine a suitable extension and will communicate that decision to the student and to the department.

When a Grade for a Prerequisite Course is Re-assessed

Where the course being re-assessed is a pre-requisite to another course in which a student wants to enrol, the program associate dean will permit the student to enrol and fully participate in the subsequent course. The student must pay all current and outstanding fees and must have fulfilled all other academic requirements associated with this desired course. If the re-assessment result favours the student, then the student may continue in the course; if not, then the student must withdraw, and fees for that course will be refunded.

If the re-assessment favours the student, the program associate dean must ensure that the normal guidelines used by Grade Review Committees are applied, in case the outcome of the re-assessment has the potential to change the status of the student. Conducting the Re-assessment

Teaching associate dean and re-assessor

The teaching associate dean is to carry out the following activities within ten (10) business days of receiving the Request for Re-assessment from the student. The associate dean may extend this timeline in the event that a reasonable re-assessor is unavailable. All extensions of the timeline will be communicated to the student:

1. The associate dean will identify a designate to act as the re-assessor.
2. The re-assessor:
 - Will be chosen based on knowledge of the subject matter as well as knowledge of BCIT's requirements, practices and the delivery methods associated with the course in question.
 - Must not have been associated with the original evaluation

The teaching associate dean will turn over any documents received from the student. Re-assessment of the material may include examination of other relevant documentation and will be conducted in accordance with department guidelines.

3. The associate dean will ensure that all grades placed on the materials to be reviewed have been redacted before the materials are provided to the re-assessor.
4. The associate dean will provide the re-assessor with copies of all grading guides, assessment rubrics etc., used in the initial grading.
5. The re-assessor may discuss any aspect of the re-assessment with the student, course instructor, or any other individual who was involved in the original assessment, to clarify matters, while being careful to maintain objectivity in the process.
6. The re-assessor will prepare a report with recommendations and submit it to the associate dean.
7. Upon the receipt of the re-assessment report, the associate dean will:
 - a) Review the report and recommendation to ensure that the re-assessment followed established procedures, and is consistent with Institute policy

- b) Make the final decision
 - c) Within five business days, notify the student, in writing, of the re-assessment outcome as it pertains to his or her grade and standing in the program, and
 - d) advise the course instructor, program head, and Registrar of the re-assessment result. This will include a final course grade and information regarding the student's standing in the program.
8. If the teaching associate dean and the program associate dean are separate persons, the teaching associate dean will inform the program associate dean of the result of the re-assessment.

Records

The associate dean will compile a record of the re-assessment and forward it to the Registrar, who will include the re-assessment correspondence as part of the student's permanent record.

Appeal

Students may appeal all Grade Reassessment decisions in accordance with the Decision Review Board (Procedures 5104 PR2).

Forms Associated with this Procedure

See Request for Marks Reassessment

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Creation:	Procedure 5103-PR2 version 1	2009 Jan 16	Replaced
2. Revision:	Procedure 5103-PR2 version 2	2010 May 25	Replaced
3. Revision:	Procedure 5103-PR2 version 3	2019 May 6	In Force

Scheduled Review Date

2024 May 06