



REQUEST FOR GRADES REASSESSMENT

(TO BE COMPLETED BY THE STUDENT)

3700 Willingdon Avenue
Burnaby, BC V5G 3H2

This forms supports Policy 5103-PR2 Grade Reassessment Process. See the reverse of this form for instructions on filing. 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.

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

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

HAVE YOU CONSULTED WITH: (PRINT NAMES)

Course Faculty	Date
Department Head or Course Program Head	Date

REASON FOR THE REASSESSMENT

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 faculty) 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 grades information for a BCIT course for the purposes of gathering information relevant to consideration of a mark reassessment.

INSTRUCTIONS

STEP 1 – INFORMAL GRADES REVIEW BY FACULTY

1. First discuss the matter with the course faculty responsible for the initial assessment and let the Department Head or course Program Head know of the concern.
2. The faculty 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 Grades Reassessment.

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

1. Complete the Request for Grades Reassessment form with:
 - a. Complete and accurate information
 - b. Clearly state the error(s) that form the basis for the request for reassessment and the assessment item you are requesting to be reassessed
 - c. Documents supporting the request (i.e. reports, assignments, quizzes, labs, etc. which would have been returned by the faculty or which can be requested for reassessment purposes).
2. Bring the completed Request for Grades 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. All appropriate course work to be considered during the reassessment

TIME LIMITS

Formal Request for Grades 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 grades are available, whichever occurs first.

EXTENSIONS

Extensions of time may be given if the student can demonstrate they were unable to contact the faculty for an informal grades 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.