



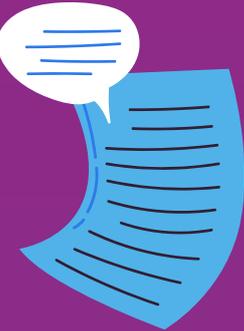
Assessment Disputes

Disputing a mark or grade, sometimes called appealing a grade, can be tricky, and this quick explainer is here to help you figure out how best to approach your issue.



Firstly, imagine a world where any student can dispute any grade, just because they don't like it. If every academic's professional judgement could be challenged at every turn, the wheels of education at the University would soon grind to a stop.

For this reason, there are relatively narrow grounds upon which you can pursue an assessment dispute, and it is important to identify the relevant basis for your concerns.



STEP 1: The first thing you need to do is seek feedback from the examiner to better understand the reason for your grade.

This feedback should help you understand what you could do to improve your performance and should also indicate how you have performed against the published assessment criteria.

This may be given to you as very detailed comments on an essay, or by way of an exam review session with your tutor or lecturer, or you could get this feedback in a meeting with your lecturer after your mark is released.



The University must provide meaningful feedback on assessment, so if your subject coordinator is refusing this request, or ignoring it entirely, then you are in a position to escalate the issue to someone more senior in your Faculty, normally the Head of Department.

Disputes about assessment usually fall into one of two categories; they are either *academic*, or they are *procedural* in nature. This distinction is important because academic issues can only be pursued within the Faculty responsible for the subject, whereas procedural issues can potentially be escalated all the way up to the Academic Board.

If your concern relates to the examiner's judgement of the standard of your work, then the issue is an *academic* one.

Alternatively, if your concern relates to how the assessment principles were applied, then you have a *procedural* problem.

Academic

STEP 2: Make a case for a remark to your Subject Coordinator, clearly articulating the error of academic judgement.

You need to put this in writing, and make arguments as to why you believe the mark you received was not correctly derived according to marking criteria.

Note: If you are granted a remark then you could end up with a mark that is higher, a mark that is lower, or your mark may not change at all.

Procedural

STEP 2: Set out the procedural problems, and how they affected your performance in the assessment clearly to your Subject Coordinator.

STEP 3: If you remain aggrieved by your Subject Coordinator's response, or they do not respond to you, you can escalate the issue within your Faculty.

STEP 4: Once you have exhausted all avenues to resolve the issue within your Faculty, you can escalate the matter by way of a formal grievance under the Student Complaints and Grievances Policy.

STEP 5: The final avenue to attempt to resolve the issue within the University is an Appeal to the Academic Board.