

School of Nursing (SON)
Process for Reassessment of a Grade on an
Assignment

The deadline dates to launch appeals are followed in Item 16.7 of the University Calendar. The dates in the Calendar will be followed and late requests will not be entertained.

1. Student pays the \$50 fee and completes the grade reassessment request form at the Registrar's Office.
 2. The Registrar's Office sends the completed form to the SON Director. If it is mistakenly sent elsewhere in the SON, it must be forwarded immediately to the Director.
 3. The Director informs the relevant program Associate/Assistant Director of the request for grade reassessment.
 4. The Director asks the student to provide an original unmarked clean copy of the submitted assignment in question and the description of the assignment as outlined in the course syllabus and rubric, as applicable. Documents should be submitted ELECTRONICALLY to the Director's Office.
 5. The Director asks the Course Professor to provide:
 - an original unmarked ungraded clean copy of the submitted assignment in question
 - with a copy of the course syllabus with the assignment description and grading rubric/marketing scheme.
 - The documents ELECTRONICALLY to the Director's Office.
 6. Within 3 working days of receiving the request from the Registrar's Office, the Director will:
 - Review the copy of the student and course professor assignment submissions to ensure they are identical
 - All documents are kept confidential
 - assign ONE reader from SON faculty, with content expertise to reassess the assignment using the rubric/grading scheme provided.
 7. The reader will reassess the student's submitted assignment using the rubric/grading scheme provided.
 8. Within 5 working days of receiving the documents from the Director's Office, the reader notifies the Director in writing of the outcome of the reassessment including a brief rationale for the assigned grade. This document remains in the Director's Office and is not returned to the student.
- Any variation greater than 10% will result in the following action:
- The Director will review both the course professor and reader's grade and assessment of the assignment and make a final determination of the grade to be assigned
9. Within 3 working days of receiving the grade reassessment outcome, the Director's Office notifies the Registrar's Office, the relevant program Associate/Assistant Director and course professor of the outcome of the grade reassessment.

10. If the reassessment results in a change in the student's final grade the relevant program Associate/Assistant Director submits the requested change to the Registrar's Office. Based on the information provided, the course professor will recalculate the grade and inform the Director.
11. The Registrar's Office notifies the student of the outcome of the grade reassessment.
12. The refund (if any) is followed as per the policy in the Calendar policy

Approved by School of Nursing Council with revisions June 30, 2017

Approved by the Undergraduate Studies Committee with revisions on December 4, 2017.

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