



Reappraisal of Graded Term Work Procedure	
Parent Policy: Student Rights and Responsibilities Policy	
Category: Academic	Approval Date: September 22, 2023
Procedure Owner: Academic Policy Committee	Effective Date: September 22, 2023
Procedure Administrator: Dean of Students	Review Period: 3 Years
Associated Documents: Reappraisal of Final Grade Procedure Reappraisal of Final Grade or Graded Term Work Form	

PURPOSE

This procedure is established under the Student Rights and Responsibilities Policy. It outlines the steps to be followed when a student has concerns about a mark received on a term paper, essay, test, project, practical exam, or midterm exam and requests a reappraisal.

Concerns about a final grade received in a course are addressed in the Reappraisal of Final Grade Procedure.

PROCEDURE

Step 1 - Student-Instructor Review

1. The student will meet with the instructor to discuss the graded term work on or before the tenth (10th) business day of the student receiving notification about the graded work. The student will specify why they believe it is incorrect.
2. The meeting may take place in person, by phone, or by using a virtual platform.
3. The student and instructor may bring a support person to the meeting.
4. The instructor will email the student and describe the outcome of the discussion and the reasons for any decision on or before two (2) business days of the meeting.

Step 2 - Reappraisal

1. If a student remains dissatisfied, they may complete a Reappraisal of Graded Term or Final Grade Work form (the "Form") on or before three (3) business days of receiving the instructor's email. The student will specify on the form their reasons for requesting the reappraisal (e.g., the error made in marking the work). If reasons are not described, it may result in the denial of the student's request for reappraisal.

2. The student will submit the completed form to the Associate Dean of the School offering the course. The Associate Dean will ensure the Form includes the information required. They will review the request and determine if a reappraisal is justified. They will inform the student of the decision via email on or before three (3) business days of receiving the completed form from the student.
3. Where the Associate Dean determines a reappraisal is justified, they will manage reappraisals of graded term work in consultation with members of academic staff.
4. The faculty member(s) conducting the reappraisal will be given a clean (unmarked) copy of the items that are the subject of a reappraisal.
5. Normally within ten (10) business days of receipt of the form, the Associate Dean will ensure completion of the reappraisal and they will inform the student and the instructor of the outcome via email.
6. If there are extenuating circumstances, deadlines could be extended provided both parties communicate this clearly.
7. The grade may be higher, lower, or remain the same as a result of the reappraisal.
8. There is no appeal from a reappraisal of graded term work.

DEFINITIONS

Final Grade: final exam, a final project, and a final paper.

Graded Term Work: a term paper, essay, test, project, or midterm exam completed during the term.

Support Person: a person who may provide personal, moral and emotional support while accompanying the appellant (student) or a respondent (instructor) during meetings, interviews, or the appeal hearing. Individuals who may be a support person include an Association or union representative, legal counsel, an elder, a traditional knowledge keeper, an Associate Dean (or designate), a peer or a family member.