



## REVIEW OF EXAMINATIONS AND INTERIM ASSESSMENT PROCOTOL

Contact Officer	Student Affairs and Service Quality Manager
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Approval Authority	Law Executive
Date of Next Review	Under Review

### 1. OVERVIEW

- 1.1. This protocol covers situations where students lodge application for review of interim assessment marks and applications for a review of grade.
- 1.2. For the purposes of this protocol, both of these circumstances will be referred to as “reviews”.

### 2. DEFINITIONS

For the purposes of this protocol, the following words/phrases have the meaning attributed to them below:

**Review of grade**            A review of the final subject examination or other final assessment item.

### 3. THE PROTOCOL

- 3.1. The Faculty of Law acknowledges and supports the right of all students to seek review of marks given for all assessment pieces in their subject. This includes tutorial marks, assignments, skills exercises and final examinations.
- 3.2. University regulations provide that students requesting a review of grade are required to make formal application through the Student Business Centre. These regulations require that such applications must be lodged in hard copy or electronic format before 5.00 pm on Wednesday of Week 1 of the succeeding semester and require the payment of a fee. Late applications will not be accepted.
- 3.3. No applications for reviews will be considered by the Faculty of Law unless they comply with current university regulations.
- 3.4. Reviews in the Faculty of Law are conducted in accordance with the guidelines set down for judicial appeals in the case of R v House. These guidelines require that an appellate authority does not conduct a hearing de novo, but asks the question "is the mark within the range of acceptable options appropriate for an assessment item of this quality?"
- 3.5. It is appropriate for the reviewer to refer to the decision, and reasoning, of the initial marker while considering a review. This is particularly relevant when the reviewer is not intimately engaged in the teaching of the particular subject and is not familiar with the emphasis, syllabus and cases which have been drawn to the student's attention.
- 3.6. All reviews should where practicable be conducted without the reviewer knowing the identity of the student and by a member of academic staff most qualified to objectively assess the piece of assessment.
- 3.7. Applications for review of grade shall, on receipt from Student Business Centre, be forwarded to the Student Affairs and Service Quality Manager who will administer the process.
- 3.8. Following the release of interim assessment marks, students have 14 semester days within which they may seek a review of those marks. The steps in the process are:

- 3.8.1.** Wherever possible, students should approach the subject coordinator to attempt to resolve any concerns by consultation.
- 3.8.2.** If resolution is not achieved or an election is made not to consult with the subject coordinator, students may submit an application for review of interim assessment to the Associate Dean – Student Affairs & Service Quality or delegate.
- 3.8.3.** The application to the Associate Dean Student Affairs and Service Quality or delegate must be made by submitting the appropriate form within 14 semester days of the original mark being released.
- 3.9.** The Associate Dean Student Affairs and Service Quality or delegate will manage the review, by consulting the original marker and/or the subject coordinator, or by engaging another member of staff familiar with the subject to carry out the review.
- 3.10.** The Associate Dean Student Affairs and Service Quality or delegate will advise the student of the outcome via email within 14 semester days from the date of lodgement of the application for review.
- 3.11.** Applications for reviews of interim assessment which are received out of time will normally be rejected by the Associate Dean Student Affairs and Service Quality.
- 3.12.** Reviews of tutorial marks, moots, dispute resolution exercises, interviewing exercises etc are normally carried out by the original marker because of the difficulty in recreating the circumstances in which the original assessment was conducted. In order to ensure that such reviews are carried out by reference to objective standards and contemporaneous records, all tutors should maintain records of marks awarded to students on a weekly basis. The practice of assigning a mark based upon your perception of a student's performance at the end of semester should be avoided. Similar contemporaneous notes should be made and kept by all assessors involved in marking moots, dispute resolution exercises, interviewing exercises etc. Such records should normally be retained by assessors until at least Week 2 of the following semester. In conducting such reviews, markers should review their contemporaneous records and consider whether the original mark is a true reflection of the standard of the student's performance both in absolute terms and relative to marks given to the other students in the subject.
- 3.13.** Where possible, skills exercises should be recorded to allow later review by an independent marker. If a recording of the skills exercise is available the review of the mark should be performed by a marker other than the original marker based on the principles applicable to a review of an assignment or examination.
- 3.14.** Reviews of assignment marks shall be conducted in the same way as a review of grade.
- 3.15.** When a review of grade or assignment is to be conducted, it will normally be carried out by a person other than the original marker. When individual questions on an examination paper were marked by different persons, in each case the review of the mark allocated will normally be carried out by a person other than the original marker. Where this does not seem feasible for any reason, the subject coordinator shall advise the Associate Dean Student Affairs & Service Quality who, in consultation with the subject coordinator, will determine the course of action that shall be followed.
- 3.16.** When the review is of a mark given by a tutor who is not the subject coordinator, the review will normally be carried out by the subject coordinator.
- 3.17.** Where two or more full time staff members are involved in a subject, as subject coordinator and tutor(s), the review will normally be carried out by the full-time staff member(s), who was not the original marker.
- 3.18.** Where there is only one full time staff member involved in a subject, and a tutor is not available to complete the review it will normally be carried out by another full time staff member selected by the

subject coordinator as being most familiar with the subject and particularly able to carry out the review within a reasonably short time.

- 3.19.** The person conducting the review will have regard to the marking guide used by the original marker (if available).
- 3.20.** Where a reviewer determines that the mark originally allocated falls inside the range of acceptable options for a paper/answer of that quality, even though it might not be the mark which they would personally have given that paper/answer if they had been the original marker, they shall confirm the mark originally given.
- 3.21.** Where a reviewer considers that the mark originally given falls outside the range of acceptable options for a paper/answer of that quality, they shall nominate a mark which they deem to be appropriate and advise the subject coordinator of that fact. The subject coordinator may either accept that mark (in which case it shall be recorded as the student's mark for that paper/question, regardless of whether it is higher or lower than the original mark) or refer the matter to the Associate Dean Student Affairs and Service Quality for a final decision.
- 3.22.** Where reviews of interim assessment result in a change to a mark, the subject coordinator will ensure that the results of those reviews are entered into iLearn site of the subject recording the final interim assessment marks for that subject.
- 3.23.** Where a review of grade is carried out, the result of that review shall be entered in the appropriate area on the formal application form and passed to the Student Affairs and Service Quality Manager who will ensure that these results are passed on to Student Business Centre. The result of a review of grade shall also be passed to the subject coordinator, who will ensure that they are entered into the computer excel sheet recording the final marks for the subject.

#### **4. RELATED POLICIES AND PROTOCOLS**

Nil

#### **5. RELATED GUIDELINES AND FORMS**

Nil

#### **6. MODIFICATION HISTORY**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
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