

# 5

## Re-marking and Re-submission

---

### Purpose

This section describes the circumstances and the procedures by which a student can request a re-mark or re-submission for [assessments](#) that occur during the [study period](#) and prior to the final [summative assessment](#) (these are known as '[progressive assessment](#)s').

### Relevant to

Re-marking and re-submission are available for progressive assessments in undergraduate and postgraduate coursework programs, unless otherwise specified in the course information booklet. Re-marking and re-submission do not apply to final [summative assessments](#) or research theses.

An Academic Integrity Officer may approve a re-mark or re-submission as a result of an academic misconduct inquiry only where the course information booklet states that re-marking and re-submission are available in that course.

Students wishing to appeal a final [grade](#) for a course should refer to Section 8 of this Manual. Under Section 8 the Head of School may approve the re-marking of a final summative assessment.

Students who consider there are special circumstances surrounding their final summative assessment may be given [special consideration](#) under Section 7 of this Manual.

### Cross-references

- A-49: Postgraduate Coursework Degrees with a significant research component

## 5.1 Re-marking

---

- 5.1.1 Re-marking is where an assessment task is marked again by a second assessor, without any further work by the student. The second assessor is not provided with details of the student's original [mark](#). The same range of marks which were used on the original assessment must be available for re-marking. The second mark stands, whether it is higher or lower. No further re-marking will be permitted.
- 5.1.2 Re-marking only occurs following a request from a student who considers that an assessment task has been unfairly or inappropriately marked.
- 5.1.3 A re-marked assessment task cannot be re-submitted.
- 5.1.4 A student who is seeking a re-mark must contact the relevant [Course Coordinator](#) within five working days of the return of the assessment, to discuss the original mark.
- 5.1.5 The Course Coordinator will decide which of the following outcomes is the most appropriate and will notify the student in writing within five working days:
- a. arrange for a second assessor to re-mark the assessment
  - b. deny the request
- 5.1.6 If the request for a re-mark is denied, the student may write to the Head of School to request a review of the decision concerning the re-mark, indicating the grounds for their request.

- a. the request must be made within five working days of the student being notified of the Course Coordinator's decision
- b. the Head of School will decide if a re-mark is justified and will notify the student and the Course Coordinator in writing of their decision within five working days of the student's request
- c. where a re-mark is not approved, the original mark will stand
- d. where a re-mark is approved, the Head of School will make arrangements for the assessment task to be re-marked
- e. the second assessor may be from the same or another division, or another institution, and must have expertise in the area of the assessment, but cannot be the original assessor. The second assessor will not be given details of the student's original mark.
- f. the Head of School will notify the student in writing of the outcome of the re-mark within ten working days
- g. a copy of all correspondence with the student must be sent to Campus Central to be retained on the student's file

5.1.7 Students who are not satisfied with the result of the re-mark may appeal their final grade in accordance with the procedures outlined in Section 8 of this Manual.

## **5.2 Re-submission**

---

- 5.2.1 Re-submission is where a student is permitted to make substantial alterations, additions or amendments to an assessment task which they have failed. The assessment is then re-submitted to the original assessor within a specified timeframe.
- 5.2.2 Re-submission can be initiated by a Course Coordinator, Academic Integrity Officer, or a student.
- 5.2.3 A re-submitted assessment cannot be re-marked.
- 5.2.4 A student who considers they have grounds for re-submission must contact the Course Coordinator within five working days of the return of the assessment, to discuss the original assessment. The Course Coordinator will notify the student in writing within five working days whether a re-submission has been granted or denied.
- 5.2.5 Alternatively, a Course Coordinator may offer the student the opportunity to re-submit work within five working days of the return of the assessment.
- 5.2.6 If the Course Coordinator agrees to grant a re-submission, the Course Coordinator will indicate to the student how much of the assessment needs to be re-submitted, the timetable for re-submission, and the marks available.
- 5.2.7 Students who pass a re-submission will be granted a maximum mark of 50% unless
  - a. the Course Coordinator considers there are exceptional circumstances which warrant the full range of grades being available, or
  - b. the re-submission is the result of an academic misconduct inquiry. In these cases an Academic Integrity Officer will determine the range of marks available, in consultation with the Course Coordinator.
- 5.2.8 If a request for a re-submission is denied, the student may write to the Head of School to request a review of the decision, indicating the grounds for their request.
  - a. the request must be made within five working days of the student being notified of the Course Coordinator's decision

- b. the Head of School will decide if a re-submission is justified and will notify the student and the Course Coordinator in writing of their decision, within five working days of the student's request
- c. where a re-submission is not approved, the original fail grade will stand
- d. where a re-submission is approved by the Head of School, the Course Coordinator will notify the student in writing about how much of the assessment task needs to be re-submitted, the timetable for re-submission, and the marks available
- e. the Course Coordinator will notify the student of the outcome of the re-submission within ten working days
- f. a copy of all correspondence with the student must be sent to Campus Central to be retained on the student's file

5.2.9 Students who are not satisfied with the result of the re-submission may appeal their final grade according to the procedures outlined in Section 8 of this Manual.