

Assessment Re-totalling and Re-marking Policy

Rationale: This aim of this policy is to provide an opportunity to students to apply for either re-totalling or re-marking of their any assessment if they believe that their performance in the given assessment(s) was not up to their expectations. Under this policy students can apply for their assessment to be re-totalled or re-marked. This policy outlines the system and procedure for the application process.

Eligibility and Time: Any student who has doubts about the marks he/she received in any assessment(s) can apply for a re-total or re-mark in the given assessment(s). The application must be made to the programme manager within 5 working days from the date of result announcement on a prescribed application form. No application shall be accepted after the due date.

Fee: The following fee applies;

Re-totalling paper: \$25.00 per assessment

Re-marking paper: \$75.00 per assessment

Fee must be paid before the application is lodged. Student must get the accountant's signature on the prescribed form before formally submitting the application form.

Application for the re-total of assessment

- Student can make an application for the re-totalling of any assessment if the student has a doubt that an arithmetical mistake may have been made in totalling the assessment marks.
- Application must be made within the allowed time on a prescribed form with fee.
- Application must reach the office of programme manager no later than 5 working days from the date of result announcement.
- The programme manager will organise a time with the student to re-total the marks in the assessment. This will happen in the manager's office.
- If no mistakes were found then student will be verbally informed on the same occasion and a note will be made on the application.
- In case there was a mistake then it will be immediately corrected and the accountant will be informed to immediately refund the application processing fee to the student.

Application for the re-marking of assessment

- Student can make an application for the re-marking of any assessment if the student has a serious doubt that his/her assessment was not marked objectively and fairly by the first marker.
- Application must be made within the allowed time on a prescribed form with fee.
- Application must reach the office of programme manager no later than 5 working days from the date of result announcement.
- The student will be informed within 5 working days from the date of the receipt of the application to be available at the manager's office to review the assessment. Student will be informed to bring any teaching material in order to write an appeal. The allowed time to write the appeal is 30-45mins.
- The given assessment along with the student's report will be sent to another independent examiner. If the second examiner's marks differed (upward) from the first one by more than 5% then new marks will be given to the student and the application processing fee will be refunded back to the student.