

Knox College – Policies & Procedures

Policy: **Reassessment of Grade**

Applies to: BD & AD Students, Knox College courses

Approval & Responsible Individual: Faculty and Board of Governors Executive, April 17, 2002

Reference information:

Policy

It is the policy of Knox College that students may petition in writing to have a final grade reassessed.

Procedures

The petition must be received by the Director of Academic Programs within 21 days of course grades being distributed to students. Grades can be reassessed in the following two situations:

- 1) In the event that a student believes that an arithmetical error in calculating the course mark has been made, she/he may request a re-checking of the calculation of the final grade.
- 2) in the event that that a student believes that there has been an error in the substance of the grading of a particular piece of work, she/he may ask that the paper and/or exam be reread. There is a \$25.00 administration fee for this procedure. Students must submit an explanation of no more than 500 words of why they feel the grade is inappropriate, with supporting documentation (course syllabus, references from textbooks, lecture notes, etc.). Students must say more than they deserve a higher mark. The faculty will assign a second reader to examine the paper and the student's explanation. The grade assigned by the second reader may be higher, lower, or the same as the original grade. If the grade is changed, the administration fee will be refunded.

The results of any petition are final.

(This is adapted from the similar regulation found in the Faculty of Arts and Sciences Calendar, University of Toronto.)