

## Policy Identifier: Re-Check/Re-Mark of Assessments Procedure

<b>Policy Title:</b>	Re-Check/Re-Mark of Assessments Procedure
<b>Description:</b>	This procedure outlines the circumstances in which students are permitted to request a re-check or a re-mark of an assessment.
<b>Author (Position):</b>	Vice President (Academic Affairs) and Registrar
<b>Version:</b>	2
<b>Approved By:</b>	MIE Governing Body
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<b>Date of Next Policy Review:</b>	June 2027 (or as necessary)

# Re-Check/Re-Mark of Assessments Procedure

## 1 Context

The re-check/re-mark procedure provides an avenue for students who may wish to request a review of a mark awarded for an assessment<sup>1</sup>. The re-check/re-mark procedure may only be used when there are eligible grounds for doing so and may not be used simply because a student is dissatisfied with a mark awarded.

## 2 Purpose

The purpose of this procedure is to outline the circumstances in which students are permitted to request a re-check or a re-mark of an assessment.

## 3 Benefits

This procedure gives the student the avenue, within the prescribed eligible grounds, to request a review (re-check/re-mark) of a mark awarded for an assessment.

## 4 Scope

- 4.1 This procedure applies to all students registered on programmes of study in MIE and to those who have gone off the register, provided they make their request within the prescribed deadline as stated in section 6.5 below.
- 4.2 This regulation concerns the re-checking/re-marking of exam scripts and assessed work only.
- 4.3 This procedure does not cover requests for Appeals<sup>2</sup> in relation to Academic Progression<sup>1</sup>.

## 5 Principles

MIE is committed to ensuring that any request for re-check/re-mark of an assessment, provided it is made within the prescribed deadline (section 6.5) and is conducted in an equitable and consistent manner.

## 6 Procedure

- 6.1 A morning is set aside shortly after the publication of results each year when students who have failed an examination or an assignment may view the failed script or

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<sup>1</sup> See [Academic Assessment and Academic Progression](#) Policy

<sup>2</sup> See MIE's Appeals Policies; [Appeals Policy \(Academic Progression\)](#), [Court of First Appeal Process](#), [Court of Second Appeal Process](#), [Postgraduate Appeals Process](#) and [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)

assignment and discuss their performance with the course lecturer concerned.

Students are notified of this date during the academic year.

6.2 Having received information about their results and having discussed these and their performance with the relevant Course Lecturer and/or the relevant Course Leader, students may ask that their results be reconsidered if they have reason to believe that

- i. The grade is incorrect because an error in the calculation of results;
- ii. The assessment specific to the student's course contained questions on subjects which were not part of the course prescribed for the examination; or
- iii. Bias was shown by an examiner in marking the script/assignment.

6.3 In the case of **(i)** above, the request should be made through the student's Tutor<sup>3</sup> to the Course Leader.

6.4 In the case of **(ii) and/or (iii)** above, the request should be made through the student's tutor to the Registrar & Vice President of Academic Affairs in MIE. In submitting such a case for reconsideration of results, the student should state under which of **(ii) and/or (iii)** the request is being made. Once an assessment result has been published it cannot be amended without the permission of the Registrar & Vice President of Academic Affairs in MIE.

6.5 Requests for a re-check or re-mark should be made as soon as possible after discussion of the results and performance and no later than **twelve months** from the date of the meeting of the Court of Examiners<sup>4</sup> which moderated the marks in question.

6.6 Any student who makes a request for re-check or re-mark that could have implications for their degree results is advised not to proceed with degree conferral until the outcome for the request has been confirmed.

6.7 Where a student seeks a re-mark on the grounds that the assessment specific to the student's course contained questions on subjects that were not part of the course prescribed for the assessment:

- i. The request should be made through the student's Tutor<sup>3</sup> to the Registrar & Vice President of Academic Affairs;

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<sup>3</sup> See [Tutor System Policy](#) and [Tutor System Procedure](#)

<sup>4</sup> See [Assessment Handbook](#) for information on the Court of Examiners

- ii. The Registrar & Vice President of Academic Affairs will request comment from the Course Leader and ask that they provide all relevant documentation relating to the course;
- iii. In arriving at a decision, Registrar & Vice President of Academic Affairs may consult with the External Examiner.

6.8 Where a student seeks a re-mark on the ground that they believe ‘bias was shown by the Examiner’:

- i. The request should be made through the student’s Tutor to the Registrar & Vice President of Academic Affairs.
- ii. Where the piece of work has been subject to double or second marking, or where the External Examiner has confirmed the mark in question, an appeal<sup>5</sup> under this heading will normally be precluded.
- iii. Having considered the request, the Registrar & Vice President of Academic Affairs may reject it or decide to proceed. If the latter is the case, comment will be invited from the course lecturer.
- iv. Having considered this comment, the Registrar & Vice President of Academic Affairs may reject the request or decide to proceed. If the latter is the case, the Registrar & Vice President of Academic Affairs will seek independent academic assessment, normally by the external examiner acting as an independent assessor, of the piece of work.
- v. The conclusion(s) reached by the independent assessor are/is final. A report, with any recommendations, is returned to the Registrar & Vice President of Academic Affairs, who is responsible for informing the students’ tutor and course leader of the outcome and implementing any recommendations that are made.

## **7 Responsibility**

The overall responsibility for this procedure lies with the Registrar & Vice President of Academic Affairs.

## **8 Related Documents**

### 8.1 [Academic Assessment and Academic Progression](#)

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<sup>5</sup> See MIE’s Appeals Policies; [Appeals Policy \(Academic Progression\)](#), [Court of First Appeal Process](#), [Court of Second Appeal Process](#), [Postgraduate Appeals Process](#) and [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)

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- 8.2 [Appeals Policy \(Academic Progression\)](#)
- 8.3 [Court of First Appeal Process](#)
- 8.4 [Court of Second Appeal Process](#)
- 8.5 [Postgraduate Appeals Process](#)
- 8.6 [Appeals Re-Check Form](#)
- 8.7 [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)
- 8.8 [Assessment Handbook](#)
- 8.9 [Tutor System Policy](#)
- 8.10 [Tutor System Procedure](#)