

UNDERSTANDING ASSESSMENT

*Want to know how you are being assessed?
Received a result you don't agree with?*

SHOC can help you understand your rights when it comes to assessment; applying for a deferred exam or supplementary and lodging an application for a Re-Mark.

*Read and follow the procedures outlined in the
[Policy and Procedures Library \(PPL\) Assessment entries](#)*

SHOC can help you with...

- Understanding university rules, policies and procedures
- Identifying the process that is relevant
- Writing a formal statement for a re-mark application



HOW SHOULD I BE ASSESSED?

The University of Queensland's policy on assessment includes the following principles (as a sample)

Assessment is criterion-referenced: Judgements about the quality of students' performance are made by reference to explicit or predetermined criteria and standards and not by reference to the achievement of other students.

Assessment is transparent: Students and teachers can see that there is an explicit and logical relationship among assessment tasks; learning objectives; the criteria used as the basis of assessment judgements; and the grades associated with different levels or standards of performance.

Assessment is credible: Assessment measures what teachers intend it to and provides a consistent or dependable indication of the quality of students' performance.

Assessment is fair and equitable: The content, format and conduct of assessment are designed to ensure that no individuals or groups of students are unfairly advantaged or disadvantaged.

THE ELECTRONIC COURSE PROFILE (ECP)

The online course profile should contain all the information you need, including

- who the course coordinator is,
- the aims and objectives of the assessment item,
- details on how results for each assessment task are aggregated to yield a final grade,
- details of the circumstances under which extensions may be granted and any penalties for the non-compliance of assessment tasks, e.g. penalties for late submission or exceeding word limits and
- a summary of all necessary information about summative assessment, including each assessment task's amount, form and deadlines, the relative importance (e.g. weighting) of individual assessment pieces and the criteria and standards to be applied to each assessment item.

You can read the FULL policy [here](#).

WHAT DO I DO IF I AM UNHAPPY WITH AN ASSESSMENT OR EXAMINATION RESULT?

There are two things you could do...

1. Apply for a Re-Mark:

The process of applying to have an assessment re-marked is set out in the [Assessment Re-mark Procedures](#).

PLEASE NOTE: Following this procedure is the only way you can get your grade changed.

Strict requirements and deadlines apply in the process of requesting a remark.

- A. The first thing you should do is seek feedback from your course coordinator:
Ask them to show you how your assessment was graded. Take a copy of the Electronic Course Profile (ECP), especially the Criteria and Marking section. If you can't find the assessment criteria you will need to ask the course coordinator to provide them to you. This will be essential in preparing your application.
- B. Then you will need to write a statement and include a sound academic argument as to how the mark you were given did not reflect your performance against the relevant assessment criteria and standards set out in the Electronic Course Profile (that's why you need them!)
- C. [Complete this form](#) if you wish to formally request a re-mark.
- D. Applications must be lodged at the Student Centre on any campus.

Deadlines -

- (a) for first semester results — the final day of the next semester; and
- (b) for second semester results — the day after the end of the mid-semester recess in the first semester in the next year; (eg: 13th April 2015) and
- (c) for summer semester results — the final day of the next semester.

If you need help with this process, [make an appointment](#) to come in and see our Education & Equity advocate.

2. Lodge a formal grievance:

If you believe that unreasonable expectations were placed on you with regard to assessment requirements, for example too much assessment work was required for the allocation of a trivial number of marks, you can lodge a complaint according to the Student Grievance Resolution policy. You must give details about the course and assessment items that concerned them. **PLEASE NOTE: This process will NOT change your grade.**

1. If the course profile was changed mid-semester, students should show how it was changed by providing copies of the two versions;
2. If a student received correspondence (e.g. letter or email) that is relevant to the grievance, they should attach a copy.

See also [SHOC's Guide to Grievance Resolution](#)