

Reassessment Policy

ELIGIBILITY FOR REASSESSMENT

- Students are eligible to request a reassessment if they believe there has been a significant error in the grading of their assignment.
 - Requests for reassessment must not be in excess of three times throughout the duration of the enrolment.
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REQUEST PROCEDURE

The student must submit the request for a reassessment form.

The request must include:

1. The specific assignment in question.
 2. A clear and detailed explanation of why the student believes the grade is incorrect.
 3. Any supporting evidence or arguments that support the student's case.
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REASSESSMENT PROCESS

Upon receiving the reassessment request, the Manager will:

- Review the original assignment.
 - Re-evaluate the work based on the provided rubric and guidelines.
 - Consult with a second assessor, if necessary, to ensure impartiality.
 - The reassessment will be completed within 10 working days of the request form completion.
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OUTCOME NOTIFICATION

- The student will be informed of the reassessment outcome in writing.
- If the reassessment results in a grade change, the updated grade will be recorded and communicated to the student.

- If the grade remains unchanged, the instructor will provide a detailed explanation supporting the original grade.
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FINAL DECISION

- The decision following the reassessment is final and binding.
 - No further appeals or reassessments will be entertained after this decision.
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CONFIDENTIALITY

- All reassessment requests and outcomes will be treated with strict confidentiality.
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STUDENT RESPONSIBILITIES

- Students must ensure their reassessment requests are respectful and based on substantial grounds.
- Frivolous or malicious requests may result in disciplinary action.

Exceptions

This policy can reach exhaustion if students are asking for a reassessment more than three times during the duration of their enrolment. At this point no further reassessments will be granted.

By following this policy, we aim to maintain fairness, transparency, and academic integrity within our assessment processes.