



## Application for Review of Assigned Standing in a Course

*The purpose of this review is to have marked work reviewed by an appropriate second reviewer in the case that a student believes that the work has been incorrectly evaluated or graded. Before pursuing this review, students should first discuss the possibility of an incorrect mark with their instructor to see if the matter can be resolved without the need for a second review.*

- Before completing and submitting this form, please read carefully the policy statement on the reverse.
- An application fee must accompany this form. This fee will be refunded only if the grade in the course is raised.
- A separate form and fee must be submitted for each course.
- All eligible material (assignments, essays, papers, etc.) to be reviewed must be submitted with this application.
- Allow at least seven weeks for a reply.

### Part A – Complete this section in full.

<b>UBC Student Number:</b>	<b>Last or Family Name:</b>	<b>Given Names:</b>
_____	_____	_____
<b>Session Code (eg 17W)</b>	<b>Year Level and Degree/Category</b>	
_____	_____	
<b>Subject: (eg ENGL)</b>	<b>Course No:</b>	<b>Section No:</b>
_____	_____	_____
<b>Percentage Grade Obtained</b>	<b>Name of Professor:</b>	<b>Date of Examination (MM/DD/YY)</b>
_____	_____	_____

**Address to which results should be mailed:**

Apt. Number/Number/Street: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

**Statement of Reasons:**

I hereby declare that the marked work accompanying this form is my own and that no changes have been made since its original submission for marking.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part B – For Faculty use only.

Please indicate the results of the review below and return this form to Enrolment Services promptly.

- reviewed assignment(s) worth \_\_\_\_% of overall grade
- course grade unchanged
- overall course grade changed from \_\_\_\_\_ to \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

## Part C – For Staff use only.

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Application Fee paid?  Y  N \$ \_\_\_\_\_ Amount

Assignments Received?  Y  N

## Review of Assigned Standing in a Course

Reviews of assigned standing are governed by the following regulations:

1. A student may apply for a Review of Assigned Standing if he or she believes that some or all of the eligible material evaluated in contribution to their assigned standing in a course has been incorrectly evaluated or graded.
2. A Review of Assigned Standing may only be applied for once a student has been given an assigned standing in the course in question.
3. To request a Review of Assigned Standing, a student must submit the required form, payment and – if returned to the student – the eligible material to be reviewed. If a student wishes for eligible material retained by the University to be reviewed, they must clearly state which material they wish to be reviewed on the form provided.
4. The Registrar shall set submission deadlines and format specifications for requests for Reviews of Assigned Standings under the procedures for this policy.
5. The instructor(s) assigned to teach each course by the responsible academic unit are normally examiners for their respective courses; however, the reviewer appointed under this policy shall be the examiner for determining the results of evaluations of eligible material under review through this policy.
6. To be considered eligible material, the component must have been submitted for evaluation in a physical or stored Digital format; components of an assigned standing that are intangible - such as but not limited to - live performances, live presentations, practicum assessments, or participation marks are not eligible material.
7. The head of the academic unit responsible for teaching the course will select as the reviewer a member of the University's teaching staff with sufficient expertise in the subject matter who did not participate in the original evaluation of the eligible material, provided:
  - a. Where no such member of the teaching staff is available, the head shall engage a member of the teaching staff from another campus of the University or from another recognized institution to be the reviewer;
  - b. Should the head of the academic unit have participated in the original evaluation, the next-most senior academic administrator in the academic unit as determined by the Registrar (normally an associate dean, director or head), shall select the reviewer.
  - c. If more than one academic unit is responsible for teaching the course, the Registrar shall determine one of those academic units to be considered to be responsible for the course under this policy. Normally, this will be the academic unit where the principal course instructor has his or her primary appointment.
8. Although reviewers will be informed of the nature of the review requested by a student, all evaluated content on the eligible material is subject to review.
9. Reviewers are to be provided by the head of the academic unit with any materials used by the original examiners in their determination, including any answer keys, marking rubrics, or the like.
10. A Review of Assigned Standing is undertaken by the academic unit responsible for teaching a course to determine whether a student's performance in that course was correctly evaluated. The student's assigned standing may be adjusted positively or negatively as a result of the review, or it may remain the same. The result of such a review is the final academic evaluation of a student's performance in a course.
11. The academic unit will submit the written results of the review of the eligible material to Enrolment Services within 45 calendar days from the receipt of the application, and the results will be made available to the student as soon as possible after that time.
12. The fee for Reviews of Assigned Standing shall be established in accordance with the policies and resolutions of the Board of Governors and this fee will be refunded to the student if their assigned standing is raised as a result of the review. Please ensure your address is up to date on your Student Service Centre account as the refund will be sent to that address.