

## REASSESSMENT OF MARK

### PLEASE READ INSTRUCTIONS BEFORE SUBMITTING THIS FORM

- Students are required to first contact their instructor, via email, within 4 business days of the individual mark being released. The instructor shall respond within 4 business days. If unresolved and the student has reason to believe the mark has been unfairly assessed, they may apply for reassessment of **submitted** assessments which constitutes at least **10%** of the final course grade.
- The completed form must be submitted to the applicable Department Chair (or designate) and include the following information:
  - copies of the correspondence exchanged with the instructor.
  - indicate the specific components which the student feels were unfairly assessed and rationale to support the claim.
  - demonstrate that a correction will impact their final course grade.
- The decision made on the reassessment will be final. Any decision, whether higher, lower, or no change, will be the official mark.  
*Reference: Grading Policy*

### PART A

#### STUDENT & COURSE DETAILS - TO BE COMPLETED BY THE STUDENT

MacEwan ID:	Family (Last) Name:	First Name:	Middle Name:
MacEwan Email:		Program:	
Instructor Name: _____ Course: _____ Section: _____ Course Name: _____ Term: _____			

### PART B

#### ASSESSMENT DETAILS - TO BE COMPLETED BY THE STUDENT

1. Have you discussed this mark with your instructor:    Yes    No    *If no, you must first contact your instructor. If yes, please include a copy of the correspondence with this submission.*
2. Specify the submitted assessment you would like reassessed: \_\_\_\_\_
3. Indicate the specific components you feel were unfairly marked and provide rationale:
4. Explain the extent to how a reassessment will impact your final course grade:

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_  
(Signature not required if sent from a student @my.macewan.ca email account)

*\* Submit this form via email to the Department Chair for the course in question (Ex. For ENGL courses, submit to the Chair of the Department of English). Contact information can be found at MacEwan.ca/ContactUs*

### PART C

#### DECISION - TO BE COMPLETED BY THE CHAIR OR DESIGNATE

Request for reassessment has been:    Approved    Denied  
Comments:

Reassessment of the above submitted assessment has been completed and results in the following:

No Change                      Mark Changed To \_\_\_\_\_

*Department Chair (or designate) is responsible to inform the instructor of any mark change.  
If this results in a change to the final course grade, a Grade Change Form must be submitted to the Office of the University Registrar.  
The Reassessment of Mark form should be retained with the faculty student file.*

### FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

Protection of Privacy - The personal information requested on this form is collected and protected under the authority of Part 2 of the [Alberta Freedom of Information](#) and [Protection of Privacy Act](#) and the [Post-Secondary Learning Act](#). It will be used for the administration and assessment of student work and management of student record consistent with that purpose. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)