

## ARE YOU UNHAPPY WITH A MARK OR ASSESSMENT OF YOUR WORK?

### WHAT PROCESSES ARE AVAILABLE TO CHALLENGE AN ASSESSMENT?

You should consult the *Procedures for Student Appeals in Academic Matters*, available at <http://www.usask.ca/secretariat/student-conduct-appeals/appeals-in-academic-matters.php>.

### WHAT IS THE FIRST STEP?

You should go to your college or department office and get a form asking to meet with your instructor or the person who assessed your work. At that meeting you can ask the instructor to explain the assessment, to make sure that all of your work has been taken into account, or to reassess the work to ensure that the grade is fair.

### IF I AM STILL UNSATISFIED, WHAT CAN I DO?

You should complete the form asking for a reassessment of your work. Usually a second instructor who has familiarity with the subject matter will be asked to conduct a reassessment, though if it is impossible to find an instructor who knows the field, the original instructor may be asked to perform the reassessment. You will be informed if any change is made in your mark.

Although it does not happen very often, a reassessment of your work may result in a grade being reduced instead of increased.

### CAN I ASK TO HAVE NON-WRITTEN WORK REASSESSED?

The regulations provide that a student can ask for a reassessment of non-written work. This may be challenging for clinical or practicum components of a course, but colleges and departments are asked to make as much of an effort as they can to reassess these elements.

### CAN I APPEAL?

You may appeal the decision about your assessment to the university level. This appeal can only be based on one of the following grounds:

- That there was a failure to follow the college or university regulations
- That you were treated differently than other students and this affected the assessment
- That there was discrimination or harassment as set out in the university's Discrimination and Harassment Prevention Policy
- That there was a failure to implement university policies with respect to the accommodation of disabilities

In other words, the appeal has to be based on an allegation that something other than academic judgment affected the assessment of your work.

You should send your appeal form to the University Secretary. You should explain why you are appealing, not just tick a box on the form.

## WHAT HAPPENS IF I APPEAL?

Your appeal will be heard by an appeal board composed of three members of the University Council, including one student. The hearing date will be arranged in consultation with you.

You are entitled to have someone with you to act as your advocate or to give you advice, and you can call witnesses who may be able to shed light on the matters you have raised in your appeal. You may also ask up to three observers to attend, although they cannot speak or participate in the proceedings. You will have an opportunity to describe the reasons for your appeal and to ask your witnesses to state what they know that is relevant to the allegations you have made. The instructor or other representatives of your college or department will also have an opportunity to present witnesses and to ask questions of you and your witnesses. The appeal board can also ask questions or request further information.

## WHAT CAN THE APPEAL BOARD DO?

The appeal board may conclude that your allegations are unfounded and dismiss the appeal. If, on the other hand, they decide that your appeal has merit, they have three options:

- To send your work back to the college or department to be reassessed in accordance with the rules
- To request an assessment of your work by an independent third party
- To refund tuition or other fees

Once the appeal board has made its decision, there is no further appeal.

If you have any questions about these regulations, contact the Office of the University Secretary (306)966-4632 or [university.secretary@usask.ca](mailto:university.secretary@usask.ca) or the office of the Vice-President Academic of the USSU (306) 966-6968 or [vpacademic@ussu.ca](mailto:vpacademic@ussu.ca). This information is provided to you jointly by the University Secretary and the USSU.