Reassessment Policy and Procedure

Policy Id	T004
Previous versions	12 August 2014; 3 July 2018; 7 October 2021, 2 December 2021
Current version	Approved by Academic Board, 5 November 2024
Scheduled review date	November 2027
Threshold Standard	1.4, 5.2.1
Responsible person/s	CEO
Appendix A	List of amendments

1. Introduction

This policy describes the procedures for the re-mark or re-submission of an assessment task in a semester course unit, and the circumstances under which they may be approved.

Reassessment refers to the re-marking or resubmission of an assessment task, unlike a supplementary assessment. For further information on supplementary assessments, please refer to the Supplementary Assessment Policy.

2. Purpose

This policy sets out the principles which underpin the Adelaide Central School of Art's approach to reassessment, and the mandatory procedures which ensure that the principles are implemented.

3. Scope

This policy applies to all enrolled students.

4. Definitions

4.1 Student refers to a student enrolled in an Award Course at ACSA.

4.2 Summative assessment is a quantitative result that contributes to the student's overall final grade for a course unit.

4.3 Resubmission is when a student is given additional time to work on and improve an assessment task before resubmitting it to their lecturer for assessment.

4.4 Re-mark is the reassessment of an assessment task, unchanged since the original submission.

5. Policy

ACSA will consider applications for re-marks and resubmissions in accordance with this policy.

In line with the Reassessment Policy, students are eligible to apply for

- The resubmission of an assessment task based on the grounds outlined in 7.1.
- The re-marking of an assessment task.

ACSA will seek to ensure that all requests for reassessments are dealt with fairly, constructively, promptly and with due regard for confidentiality.

Requests for reassessment withdrawn by a student will be considered resolved.

6. Responsibilities

The Chief Executive Officer (CEO) is responsible for ensuring that staff follow the ACSA's policy and procedures for responding to applications for reassessment.

The Student Liaison Officer is responsible for assisting students who wish to request a reassessment under this policy.

The Academic Administration Manager (AAM) is responsible for managing the reassessment process once a student has submitted a request.

The Academic Director is responsible for managing the resubmission process when it relates to an academic integrity breach.

7. Procedure: Resubmission of an Assessment Task

7.1 Grounds for a Resubmission

7.1.1 Failure of an assessment task

Students who have failed an assessment task by a small margin (45-49%) may be eligible to apply for a resubmission. This process may also be initiated by the lecturer.

Submitting an application for a resubmission is no guarantee of approval. Applications will be assessed on a case-by-case basis, but possible grounds for refusing an application may include cases whereby:

- The Fail grade was awarded because the assessment task was incomplete.
- The Fail grade was in part a result of marks deducted for late submission.
- There is a pre-existing Academic Progress Plan signed by the lecturer and student which details conditions relating to the reassessment of work.

7.1.2 Academic Integrity Breaches

Students who are found to have breached academic integrity, either through an unintentional breach or academic misconduct may be asked to resubmit an assessment task.

Resubmissions resulting from an unintentional breach are managed under the *Academic Integrity Policy and Procedures* and those resulting from academic misconduct are managed under the *Student Misconduct Policy & Procedures*.

Resubmissions relating to academic integrity breaches initiated under the above policies will be managed by the Academic Director and students are not required to undertake the application process outlined in 7.2 and 7.3 of this policy. Resubmissions resulting from an unintentional breach will not be required to adhere to the assessment and grading procedures outlined in 7.4 of this policy (i.e. the full range of grades will remain available).

7.2 Application for Resubmission

Students applying for a resubmission are required to complete the Application for Reassessment Form (available from ACSA's website).

Applications for resubmission must be made within a reasonable timeframe, generally no more than seven calendar days after being notified of the result of the assessment task.

7.3 Notification of Outcome of Application

Once the request has been received, the AAM will determine if there are grounds for a resubmission, in consultation with the Head of Department when necessary.

The AAM will notify the student of one of the following outcomes within seven calendar days of receiving the application for resubmission, either:

- the application is unsuccessful; in which case the student will be informed of the reasons for the decision, or
- the student is eligible to resubmit; in which case the student will be notified of the due date for the resubmission. The due date should not exceed 14 calendar days from the date of notification.

7.4 Assessment and Grading of Resubmission

The lecturer will assess the resubmission and notify the student of their grade within 14 calendar days of receiving the work.

Only the grades of P (Pass) and F (Fail) will be awarded. The results of the resubmission will not be graded above the level of 50% Pass. Fail grades will be moderated as per the *Course Unit Assessment Policy & Procedures.*

The student should be aware that the result determined from the resubmission represents the final grade.

All students receive a single final grade for each course unit, whether or not any form of secondary assessment was necessary to achieve that grade. No indication of the resubmission will appear on the official academic transcript.

7.5 Appealing a Decision

For appeals against a decision not to permit a resubmission, students can refer to the Academic Grievance Procedures in the Student Grievance Policy.

8. Procedure: Re-mark of an assessment task

8.1 Application for a Re-mark

A student may request a re-mark by completing the Application for Reassessment Form (available from ACSA's website).

Reasons for requesting a re-mark may include, but are not limited to:

- The assessment result was not based on the assessment methods specified in the course information documents.
- Progress was disadvantaged due to issues relating to teaching and feedback. Please note students are expected to raise these issues as they arise in accordance with Item 7 of the Student Grievance Policy.
- Written/verbal feedback is inconsistent with the assessment result.

The student is not required to establish grounds for requesting a re-mark. All applications for a re-mark will be approved.

The student must apply for the remark within a reasonable timeframe, generally no more than seven calendar days after being notified of the result of the assessment task.

8.2 Notification of Outcome of Application

Once the request has been received, the AAM will determine if there are grounds for a re-mark, in consultation with academic leadership when necessary.

The AAM will notify the student of one of the following outcomes within seven calendar days of receiving the application for re-mark, either:

- the application is unsuccessful; in which case the student will be informed of the reasons for the decision, or
- the assignment will be re-marked; in which case the student will be notified of the due date for the re-mark. The due date should not exceed 14 calendar days from the date of notification.

8.3 Assessment and Notification of Final Grade

Where a re-mark is granted, the work in its original form will need to be submitted to the AAM. The lecturer who initially marked the work will be required to confirm that the work has not been changed since it was originally submitted

The re-mark will be conducted by a second assessor with expertise in the area of the assessment task, to be determined by the AAM. The lecturer conducting the re-mark will not be provided with the details of the student's original mark.

Once the work has been received by the AAM, the re-mark should be completed and the student notified in writing of the outcome within 14 calendar days.

Where there is a change to the result, the Head of Department must approve the change prior to the student being notified.

The student should be aware that the result determined from the re-marking represents the final grade.

All students receive a single final grade for each course unit, whether or not any form of secondary assessment was necessary to achieve that grade. No indication of the re-mark will appear on the official academic transcript.

8.4 Appealing a Decision

For appeals against a decision not to award a re-mark, students can refer to the Academic Grievance Procedures in the Student Grievance Policy. A student will not be eligible to apply for a second re-mark.

Related documents:

- Course Unit Assessment Policy & Procedures
- Academic Integrity Policy & Procedures
- Student Misconduct Policy and Procedures
- Student Grievance Policy and Procedures

APPENDIX A: Policy Amendments

1. Version 1: Approved by the Academic Board on 12 August 2014.
2. Minor amendments in accordance with new policy template: 3 January 2018. Approval not required.
3. Version 2: Review and update with changes to Item 4., 6., 7. And 8. Approved by the Academic Board on 3 July 2018.
4. Version 3: Review and update with changes made to Item 7.1 to incorporate resubmissions resulting from academic misconduct and minor changes to Items 1; 5; 7.2-7.3; 8.2-8.3. Approved by the Academic Board on 7 October 2021.
5. Version 4: Removal of grounds for requesting a re-mark: Item 8. Approved by the Academic Board on 2 December 2021.
6. Version 5: Changes to align policy with Academic Integrity Policy.