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## **REVIEW OF AN ASSIGNED GRADE: GRADE APPEAL**

Grades in the Faculty of Law are not official and final until they have been reviewed and approved by Faculty Council. Any information received about grades prior to the Faculty Council approval is unofficial and not final.

Following the official release of grades in any given term, students who have specific grounds to believe that their grade for a course should be higher than that assigned by their instructor, may apply to the Associate Dean, Academic & Student Relations to have it formally reviewed in accordance with the Faculty's regulations concerning grade reviews. However, any student considering a request for a formal grade review should make every effort to discuss the exam with his or her instructor prior to commencing formal grade review procedures. These informal discussions usually resolve any questions a student may have about their grade.

There is in principle no limit on the number of final grades that may be the subject of a request for review by a student in an academic year. However, students are asked to keep in mind that the more "formal" grade review procedures are meant to deal with very special situations where a student has reason to believe that they are entitled to a higher grade in a particular subject. Accordingly, formal grade appeals are rare.

Students should also be aware that, as a result of a formal grade review, their grade could be raised, remain the same, or be lowered as the result of an appeal.

**NOTE:** That part of a final grade that is based on an oral exam and/or class participation cannot be appealed. Students should keep all of their written work returned to them by the instructor during the term in order to make it available where the grade to be reviewed includes such work.

### **[Viewing of Final Examinations after the Official Release of Grades and Grade Review Procedures](#)**

## **GRADE REVIEW PROCEDURES:**

Regulations:

The following regulations apply to students in the Faculty of Law.

- (a) A request for a review of a final grade must normally reach the Associate Dean's office within 21 days of the release of grades by the Dean's Office, and
- (b) Where a final grade is based wholly or in part on any written materials other than an examination paper, such materials shall, for the purpose of these procedures, be treated as if they are examination papers.
- (c) The fee for a formal grade review is \$25.00.

Upon request, a student will be provided, at their expense, with a copy of the examination script involved in an actual or prospective appeal. Students should retain all written work returned to them by the instructor during the term and make such work available where the grade to be reviewed has involved such term work.

## **REVIEW STEPS:**

1. Where a request for a grade review has been received according to the foregoing procedures, and there has been no informal grade review, the Dean or, at the Dean's option, the Chair of the Studies Committee, shall appoint two instructors to re-read the examination script in question. If at all possible, one of the instructors will be the original marker. Each marker will be provided with a statement of objectives of the course; as much information as to the examination or paper as is practicable; and with examination scripts written by students in the same class. The second instructor shall also be informed of the grades awarded in the class in question, including the grade assigned to the examination to be reviewed. There shall be no other discussion or consultation on the particular grade awarded or the examination script. Both instructors will independently re-read and mark the script, and will then compare the grades assigned by them to the script on this reading.

Where there has been an informal grade review, only one instructor shall be appointed to review the grade awarded by the original marker.

2. Where, after reading the examination script and comparing it with the other scripts in the same class, both instructors agree on the grade awarded on the re-read, this grade shall be the grade awarded to the examination script whether it be above, below or identical to the grade originally awarded.
3. Where, after reviewing the examination script and comparing it with other scripts in the same class, the instructors disagree on the grade awarded on the re-read, they should discuss the reasons for their disagreement. If, as a result of this discussion, they come to an agreement on the grade, then that grade shall be the grade allotted to the examination script whether it be above, below or identical to the grade originally awarded. If the disagreement is not resolved, the matter shall be referred immediately by the instructors, with full details, to the Dean, or at the Dean's option, to the Chair of the Studies Committee, who, after consultation with the instructors and any other person he or she considers necessary, shall assign a final grade to the examination script.

If possible, every effort will be made to complete the review process within 21 days after the receipt of the application for review in the Associate Dean's office.

Where a final grade is based wholly or in part on any written materials other than an examination script, such materials shall be treated as if they are an examination script for the purposes of these procedures.

Mathematical errors shall be rectified without recourse to the review procedures.

These regulations are in addition to the general University regulations, which can be found in the University of Victoria Calendar under [Undergraduate Academic Regulations](#).