

## **VIEWING AND RE-MARKING OF EXAMINATION SCRIPTS**

### **Processes and Procedures**

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1. As part of the university's drive for academic development, undergraduate students are entitled to view their examination scripts after release of final results and apply for re-marking of examination scripts in accordance with Rule GR20, as described below:
  - (a) To aid academic development, students may view their examination scripts under supervision.
  - (b)
    - (i) A student may, on formal application and after payment of the applicable fee, have all his/her examination scripts for a module re-marked, normally by the original examiners, in accordance with the policies approved by the Senate and the Council.
    - (ii) Such application shall be lodged with the relevant School Office, in the prescribed manner, on or before the date specified in the sessional dates which shall be no less than ten (10) working days after the date of the official release of results.
    - (iii) The student's final mark for the module shall be that determined by the re-mark.
    - (iv) The fee shall be refunded only if the re-mark causes an improvement in the class of result as reflected in Rule GR29(a).
  
2. **Processes and Procedures for implementation.**
  - (a) The viewing of scripts is for students to see where they went wrong and not to negotiate for marks. Corrections and rectification of omissions of marks, whether discovered by a student when reviewing a marked script, as provided for in Rule GR20(a) or discovered at any other time, will be handled executively by the Academic Leader: Teaching and Learning.
  - (b) After reviewing a marked script, a student may request a re-mark. On application for a re-mark, the original mark becomes null and void.
  - (c) If a student qualifies for a supplementary examination following a re-mark, the supplementary exam will be written in the next available examination session.
  - (d)
    - (i) If a student would have been given a particular mark except for having applied for a re-mark, and wishes to register for a module for which such a mark fulfils the pre-requisite requirement, the student may register for the module.
    - (ii) If a student would have been given a mark of 40-48% except for having applied for a re-mark, and wishes to register for a module for which passing the ancillary module is a pre-requisite, the student may not register for the module except with special permission of the Dean and Head of School, prior to the result of the re-mark being known.
  - (e) If through the remarking process:
    - (i) an original mark of more than 50% is raised, the higher mark (re-mark) is given as the final result;
    - (ii) an original mark of 40-48% is raised to 50% or above, the higher mark (re-mark) is given as the final result, granting the student a passing mark;
    - (iii) an original mark of 40-48% is unchanged or remains within that range, the re-mark, is given as the final result and the eligibility for a supplementary examination is confirmed.
    - (iv) an original mark of 40-48% is lowered to below 40%, the lower mark (re-mark) is given as the final result, making the student ineligible for a supplementary examination.
    - (v) an original mark of less than 40% is raised, the higher mark (re-mark) is given as the final result. If this is 40-48%, then 2.(c) and (d) above apply.

- (f) Should a student who has obtained 40-48% (and been awarded a supplementary), and applied for a re-mark, chose to write the supplementary during the re-marking process, the supplementary script(s) will not be marked until the result of the re-mark is known. Should 2.(e)(ii) or (iv) apply, the supplementary script(s) is/are destroyed without being marked. Should 2.(e)(iii) apply, the script(s) are then marked.
- (g) As specified in GR20(b)(i), a re-mark will involve all examination scripts for a module written by the particular student who has applied for the re-mark. Students may not choose which scripts should be re-marked.
- (h) Regardless of the result of a re-mark of a supplementary or special examination, no further supplementary or special examination will be granted.
- (i) The application form for re-marks must contain a declaration, to be signed by the student, that the applicant acknowledges and accepts that immediately upon lodging of the application and payment of the relevant fee, the existing mark for the module becomes null and void.

### 3. Administration of re-marks:

The following processes will operate:

- (a) The administration of re-marks will be handled by the Schools.
- (b) Students must first review their scripts to satisfy themselves that there are no errors in addition of marks or sections not marked. Should such be discovered, the corrections required are motivated to the Dean and Head of School and implemented by the relevant staff member in the School.
- (c) If a student viewing his/her scripts finds a part that is unmarked, or that the total mark is incorrectly added up, this needs to be rectified by completing the change of mark form and sending it to the Academic Leader: Teaching & Learning for approval. Thereafter it should be sent to the College Office for capturing.
- (d) If there are no corrections and the student requests a re-mark, the form should be completed and submitted to the School that owns the module.
- (e) The original mark for that student for that module is deleted on the system and a Result Pending is entered.
- (f) The fee for the re-mark is debited to the student's account.
- (g) The Academic Leader: Teaching & Learning arranges for the re-mark of that student's script(s) to take place, by the original examiners. Under exceptional circumstances, should one or more of the original examiners not be available within a reasonable time, new examiner(s) may be appointed in consultation with the Dean and Head School, but they will then need to be acquainted with an adequate sample of scripts by other students to ensure that equivalent standards of judgment are exercised.
- (h) If the student has paid for and written a supplementary examination on the basis of the initial result, the script(s) resulting from the supplementary are not marked until the result of the re-mark is known. If the re-mark results in a passing mark or is below 40%, the supplementary script(s) are destroyed (but the fee for the supplementary is not refunded). If the re-mark is 40-48%, this replaces the original mark and the supplementary script is then marked.
- (i) As soon as the results of re-marks are finalised, these are submitted to the School Office for entry into the marks system.
- (j) If the re-mark causes an improvement in the class of result, according to Rule GR29(a), the student's fee account is credited with the fee for the re-mark.