

## REQUEST FOR VERIFICATION OF GRADES & REREADS

**Note: Your grade may go up or down (or stay the same)**

STUDENT NAME: \_\_\_\_\_

ID: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COURSE # & CRN: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

Coursework or  Final Exam

*Please indicate the type of re-read and the reason for applying:*

**OFFICE USE ONLY—This section is to be completed by the instructor & second reader:**

COMPONENTS	Breakdown of Student's	Changes Made by Second Reader
Class Tests	___/___	___/___
Mid-Term	___/___	___/___
Project	___/___	___/___
Assignments	___/___	___/___
Paper	___/___	___/___
Cases	___/___	___/___
Other:	___/___	___/___
Final Exam	___/___	___/___
Final Grade Reported	___/___	___/___

Additional Comments and or Explanations:

I have re-read the coursework/final exam and I recommend **no change**.

I have re-read the coursework/final and I **recommend the change(s) above**.

Name of Second Reader: \_\_\_\_\_ Signature of Second Reader: \_\_\_\_\_

This Re-read should be completed and returned to the BCom Office by: \_\_\_\_\_

## **VERIFICATION OF GRADES & REREADS RULES**

*In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner.*

### **Why request a reread?**

In a case where a student feels that an error has been made in arriving at the final grade, a Verification of Grade Application may be completed and submitted to the BCom Student Affairs Office. This is a request to allow a second party opinion in determining the student's grade.

**Before requesting a reread it is important that the student first should attempt to work out the issue with the instructor. A re-read can result in a grade being raised, lowered or stay unchanged. The outcome is final.**

### **Types of rereads**

- Reread of coursework (term papers, mid-terms, assignments, quizzes, etc.)
  - Requests involving group work require the consent of all members of the group, but only one reread fee will be charged.
- Reread of the final exam

In both cases, rather than re-correct the work and then grade it as they would have done themselves, reviewers assess the appropriateness of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original—i.e. the reviewer's grade takes precedence over the original grade.

### **Cost of rereads**

There is a charge of **\$35.00** for reread requests. Reassessments should normally be completed within 20 working days of the submitted request.

### **Deadlines for rereads**

- Fall term courses—March 31st
- Winter term courses—September 30th
- Summer term courses—September 30th
- Assignment rereads must be submitted 10 working days from the date of return of the graded material.

*Reassessments and rereads in courses not in the Desautels Faculty of Management are subject to the deadlines, rules and regulations of the relevant faculty.*