

Henley Business School

Appeals for Review of Results and for Review of Marks (taken from the University of Reading Examinations and Assessment Handbook)

Appeals for review of results

The regulations governing reviews of examination results are set out in Ordinance XVII in the University Calendar (<http://www.reading.ac.uk/Calendar/>).

Candidates who consider that they have a genuine and well-founded reason for asking for Course result to be reviewed must consult their Director of Studies as soon as possible after the publication of the result. If their concern cannot be settled through these means, they have the right to put their case to the Senate Standing Committee on Examination Results, providing adequate notice is given as detailed in the Procedures of the Committee.

Any student contemplating making a case will find a copy of the Procedures of the Committee on the web at <http://www.reading.ac.uk/Exams/scer.pdf>. Appeals for the review of a Course result proceed to a full hearing where there are well-founded reasons for believing a result to be unfair. The University does not normally accept appeals against the academic judgement of examiners, except where there are grounds for believing that a decision has been perverse.

The Committee meets twice a year: - dates are given in the Procedures of the Committee.

Students must give to the Manager, Assessment Services at the Greenlands campus written notice of their intention to appeal and submit to the Manager, Assessment Services a full written statement of their case by the respective deadlines given in the Procedures of the Committee.

Appeals for review of marks

A student who considers that he or she has been awarded unfairly a mark for a module may request that the mark be reviewed, provided that the grounds for the request do not relate to the academic judgement of the Examiners.

The procedures relating to students' requests for review of alleged assessment irregularities in relation to module marks are as follows:

- (i) A student who wishes to request a review of an alleged assessment irregularity in relation to module marks (or equivalent) should submit the request to the School Director of Teaching and Learning in the first instance. The School Director of Teaching and Learning will determine whether the grounds for the request are admissible (i.e. that they do not relate to the academic judgement of the Examiners): if the grounds are admissible, the case will be given substantive consideration; if not, the student will be advised accordingly. If the School Director of Teaching and Learning establishes that there has been an irregularity in relation to the mark, he or she will seek an appropriate amendment of the mark (requesting approval, as appropriate, from the Dean (on behalf of the Faculty Examiners) and External Examiners).
- (ii) If a student is not satisfied with the response of the School Director of Teaching and Learning, the student may submit the request to the relevant Faculty Director of Teaching and Learning, who will determine whether the grounds are admissible: if so, the case will be given substantive consideration; if not, the student will be advised accordingly. In giving a case substantive consideration, the Faculty Director of Teaching and Learning is required to investigate the alleged irregularity, and, if there is clear evidence that there has been an irregularity in relation to the mark, he or she is required to ensure that the mark is appropriately amended (seeking approval, as appropriate, from the External Examiners).

- (iii) There may, on occasion, be cases where an alleged irregularity relates to the conduct of the Faculty Examiners' Meeting. In such cases, the student has the right to submit a case for consideration by the Pro-Vice-Chancellor (Teaching and Learning), who will investigate the case and, if there is clear evidence that there has been an irregularity in relation to the mark, is required to ensure that the mark is amended (seeking approval, as appropriate, from the External Examiners).

It should be noted that the Senate Standing Committee on Examination Results is responsible for considering requests for the review of results for a Part or Stage or for a Course Result. Where a student believes that a mark has affected the result for a Part or Stage or for a Course Result, he or she should apply to the Senate Standing Committee on Examination Results through the Manager, Assessment Services.