

# **ASP - Policy on Viewing Exam Papers and Re-Marking.**

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## **Viewing Exam Papers**

Under Clause 4.11.a of University Policy, the School will not return exam scripts to students.

Upon publication of results, if a student believes a significant error has occurred they may make an informal request to the examiner to check that all answers have been marked and that results have been collated correctly. Examiners are permitted to correct the collation of marks if they believe such an error has been made.

As per Clause 4.11.b of University Policy, students may view their examination paper if they place their request in writing to the examiner within 28 days of the issue of the official results, using the Application To View Examination Paper form. The student will be informed of a time and place where they may view their scripts in the presence of an ASP staff member. This will be as soon as practicable after the 28 day deadline. Students will not be permitted to modify their script in any way. During the marking of examination papers, examiners will normally have given careful consideration to the marks allocated, including consideration of marginal cases.

### **Examiners are not permitted to negotiate with students for additional marks**

The marks allocated will not be varied unless it is clear that a significant error in marking has been made. If a student believes an error has occurred, the student must demonstrate this clearly to the examiner.

## **Re-Marking**

A student who is not satisfied with the marking of an examination script may apply to have the paper re-marked according to following policy. The student must first make an application in writing to the Head of Department outlining their concerns. *Approval will only be given if the student has a convincing argument to justify the re-marking of their paper.* If approved, an independent examiner will re-mark the script, and the new marks will apply, regardless of whether they are higher or lower than the previous result.

## **Disposal of Exam papers**

As per Clause 4.10.1 of University policy, all exam papers will be kept for a minimum of 1 year after the end of the examination period and will then be destroyed according to the University's Disposal Schedule for Student Records.

# ASP - Application to View an Examination Script

**Surname:**.....

**Given names:** .....

**Student no.:**.....

**Subject (Code & Title):** .....

**Email contact for reply:**.....

**Dates and times you are not able to view your script:** .....

**Reason for wishing to view script:**.....

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**Signature:**

**Date:**

## Notes:

1. A student who wishes to view an examination script must complete this application form and submit it to the School office within 28 days of the publication of official results for the exam.
2. The student will be notified of the time and place at which the script may be viewed. A separate form must be completed for each course.
3. Examiners will check that all answers have been marked and that marks have been collated correctly.
4. During the marking of scripts, examiners will normally have given due consideration to the marks allocated, including consideration of marginal cases. Examiners are not permitted to negotiate with students for extra marks. The marks allocated will not be varied unless it is clear that an error in marking has been made. If you believe an error has occurred, you must demonstrate this clearly to the examiner.
5. A student who is not satisfied with the marking of an examination script may, on written application to the Head of School, request that the script be remarked. If approved, this will be done by an independent examiner, and the new marks will apply, regardless of whether they are higher or lower than the previous result.