

## **Context and Purpose**

This Procedure prescribes the requirements for re-marking and re-submission and should be read in conjunction with the [Assessment Policy and related Procedures](#).

This Procedure applies to assessment tasks in all coursework programs, where, as stated in the Course Outline, the Course Coordinator has determined that re-marking and/or re-submission will be permitted for that task.

In this Procedure all references to Course Coordinator may be read to refer to the equivalent UniSA Online position

## **Responsibility**

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

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## **Procedure**

### **A. Re-marking**

1. Re-marking is where a second assessor marks an assessment task, without the student undertaking any further work. Re-marking must adhere to the principle articulated in the University's Assessment Policy which requires assessment methods and judgements to be valid and reliable.
2. The second assessor must have expertise in the area of the assessment task. They must be provided with the relevant course outline along with details of the specific assessment task, including the assessment criteria and the expected learning outcomes. They must not be given the student's original mark or grade, feedback, or any other information that might influence the re-mark.
3. The same range of marks used for the original assessment task is available for re-marking. The second mark stands, whether it is higher or lower. No further re-marking will be permitted.
4. A re-marked assessment task cannot be re-submitted.
5. Only a student can initiate a re-mark. A student can request a re-mark when they consider that an assessment task has been unfairly or inappropriately marked. A student must request a re-mark from the Course Coordinator within five working days of the assessment task being returned.

6. The Course Coordinator will notify the student in writing within five working days that:
  - a. a second assessor will re-mark the assessment task, or
  - b. the request is denied.
7. If the Course Coordinator denies the request for a re-mark, the student may request the Executive Dean, or delegate, to review the Course Coordinator's decision by submitting a request in writing within five working days of receiving the Course Coordinator's decision. The request must include the reasons for requesting a re-mark.
8. The Executive Dean, or delegate, will either:
  - a. approve the remark and:
    - i. notify the student and the Course Coordinator of their decision in writing within five working days of receiving the request
    - ii. appoint a second assessor
    - iii. arrange for the assessment task to be re-marked
    - iv. notify the student in writing of the outcome of the re-mark within ten working days of re-mark being completed, or
  - b. deny the re-mark and notify the student and the Course Coordinator of their decision in writing within five working days of receiving the request.
9. A copy of all correspondence relating to the re-mark must be provided to Campus Central or UniSA partner administration office, to be retained on the student's record.
10. Students who are not satisfied with the result of the re-mark may appeal their final grade in accordance with the [Final Grades and Notations Procedure](#).

## **B. Re-submission**

11. Re-submission is where a student is permitted to revise an assessment task that they have failed. The assessment task is then re-submitted to the original assessor within a specified time frame.
12. Re-submission is not an option for final summative assessments, including secondary assessments. Students who consider that unexpected or exceptional circumstances have affected their final summative assessment may be eligible for secondary assessment as outlined in the [Variations to Assessments Procedure](#).
13. Students who pass a re-submission will receive a maximum mark of 50 per cent unless the Course Coordinator allows the full range of marks on the basis of exceptional circumstances.
14. A re-submitted assessment task cannot be re-marked.
15. Re-submission can be initiated by a Course Coordinator or a student.
16. A Course Coordinator can offer a student the opportunity to re-submit work. The offer must be made within five working days of the original task being returned to the student.

17. A student can request a re-submission within five working days of receiving the returned assessment task. The Course Coordinator will inform the student in writing within five working days as to whether the re-submission request has been granted or denied.
18. If the Course Coordinator grants a re-submission, they will advise the student in writing how much of the assessment task must be re-submitted, the due date for the re-submission, and the marks available.
19. If the Course Coordinator denies the request for re-submission, the student may request that the Executive Dean, or delegate, reviews the course coordinator's decision by submitting a request in writing within five working days of receiving the Course Coordinator's decision. The request must include the reasons for requesting a re-submission.
20. The Executive Dean, or delegate, will either:
  - a. approve the re-submission and notify the student and the Course Coordinator in writing within five working days of receiving the request, or
  - b. deny the re-submission request and confirm that the original fail grade applies.
21. If the Executive Dean, or delegate, approves the re-submission, the Course Coordinator will:
  - a. advise the student in writing how much of the assessment task must be re-submitted, the due date for re-submission, and the marks available
  - b. notify the student of the outcome of the re-submission within ten working days of receiving the re-submitted task
  - c. provide Campus Central or UniSA partner administration office with a copy of all correspondence relating to the re-submission, to be retained on the student's record.
22. Students who are not satisfied with the result of the re-submission may appeal their final grade in accordance with the [Final Grades and Notations Procedure](#).

## Further Assistance

[Student and Academic Services Policy Team](#)

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### Related Documentation:

[Assessment Policy](#)

**Officer Responsible for Update and Review:** Registrar and Director: Student and Academic Services

**Approval Authority:** Academic Board, 28 October 2022

**Commencement Date:** 1 January 2023

**Review Date:** January 2026

**History:** This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.

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