

# Department of Biochemistry and Biomedical Sciences

## Regrading Policy

### Why have a regrading policy?

This regrading policy was established to deal with any serious errors in grading. It is not designed to dispute 1 or 2 mark judgement calls made by the person grading your work. Occasionally a marker may take off 1-2 marks too many. However, we have found that just as often the markers will give 1-2 marks too many on another question. Overall, very few regrading requests will result in a change of your overall grade and even less frequently have an impact on your final grade. This policy is not designed to frighten students whose assignments were truly graded incorrectly however, it is designed to reduce frivolous requests for an additional mark or two.

### Is it a math error?

- This does not constitute a formal regrade as your answers will not be re-evaluated.
- Fill out the regrading request form to indicate a math error and return it to your professor within 7 calendar days.

### How to Submit a Regrading Request

- Complete the regrading request form ([found here](#)), attach it to the front of the work to be regraded and submit it to your professor.
- Requests can be typed or handwritten. **Illegible requests will be denied.**
- Regrading requests will not be discussed in person. Be sure to clearly and concisely explain your reason for requesting a regrade on your form. **Requests to regrade the entire assignment to find a few more marks will be denied.** You may ask your TA or instructor for clarification of comments on your graded work but all grade changes must be completed using the regrade request form.
- All regrading requests must be submitted within 7 calendar days of the item being returned to the class. No extensions are given for students who were not in class on the day the item was returned. It is the responsibility of the student to obtain the graded work from the professor or TA. Any request submitted after 7 days will not be accepted.
- The entire work submitted for regrading may be subject to remarking. This can result in a lower grade. All regraded work will be reviewed without bias.
- **All regrading decisions are final and are not eligible for appeal or additional regrading by your instructor.**
- **Please allow up to 3 weeks for work to be regraded.**

### Academic Dishonesty

- Any work completed in red pen, pencil or with White-Out anywhere on the page will not be regraded.
- Items modified in any way, including additional writing, after it was returned to the student and before submission for regrading may be considered an act of academic dishonesty and can result in a grade of zero for the work.

### Worth Noting

- When calculating the final grades for a course, consideration is given to students who are near a grade cut-off to determine if there is any justification for rounding the grade up. A record is kept of students who have asked for regrading consideration during the semester. These students may not receive any additional special considerations at the end of the semester.
- Please be polite and respectful of your professor or TA. Your graders may have a different point of view of a question from you. It was up to them to use their judgement when grading the work of the students in the class, while following a marking scheme. The explanation that you provide on the Regrading Request Form is therefore important.
- If you believe that you had the same answer as another student who received more marks, these requests will only be considered if the two items are submitted together. Note that both items will be subject to regrading.
- Part marks are given equally to all students with the same answer. Additional part marks will not be awarded to one student.