

The Grade Review Process

If you feel that you earned a substantially lower grade than you were expecting in an

Why? That feedback is gold. Your instructor will point out where you lost marks, where you missed a point, and most importantly, how to do better next time. This is all part of the learning process and how to become a stronger student.

What students should do

Start with your instructor and do it soon! on an informal basis directly with the instructor whenever possible.

There are usually firm deadlines for requesting feedback and informal grade reviews. Check your course syllabus or ask your instructor for this information.

What instructors should do

Instructors should agree to review work with students in any number of ways. Depending on the size of the class your instructor may not be able to meet with all students individually but choose to deliver feedback by writing or via a message to the class or groups instead. Be brief in some cases or it may be detailed, it all depends on the class.

Instructors are advised to provide some kind of feedback whenever possible. Informal grade reviews should ideally provide a reason for the grade or mark assigned and offer some constructive feedback on how to improve for future assessments. Students should have the opportunity to be heard, ask questions and receive a response.

Receiving a low grade is a disappointing experience, especially in cases where you feel you deserve more credit. Requesting feedback is important to understand where you went wrong and how to do better next time, sometimes chalking it up to a learning opportunity is all you can do. Being unhappy with a grade in of itself is not enough to warrant a formal grade review. You also need to have grounds. You also

Grounds for Review (any may apply)

x You must explain what part of the course syllabus, the assignment and/or the review process the instructor did not follow correctly or in good faith

x You must show specifically where there was bias, error, discrepancy in marking

x You must explain where procedural or relational fairness were not followed

x You must provide an explanation of the grading was provided (the decision is not grounded in logic or evidence)

- x The instructor is not willing to conduct an informal review (if requested within the deadlines stated in the syllabus).

Conditions That Must be Met to Facilitate a Formal Grade Review

- x You must provide a detailed explanation of

If the review results in the reconsidered grade going down from the original grade ~~the~~ original grade