



Qassim University



**Unaizah College of Medicine**  
**Academic Affairs – MEU – Assessment Office**  
**Student's Assessment Appeals**

**Review of Assessment:**

Any student who has evidence that the mark or result awarded for an assessment task is unfair or incorrect should in the first instance raise their concern with the appropriate member of staff (lecturer or staff member responsible for marking the work). Depending on the circumstances, the student may also need to raise the matter with the Course Director. It is expected that most situations will be able to be resolved without the need for a formal appeal.

**Conditions for submitting the formal re-grading appeal by student:**

1. The student is allowed to make a petition for re-grading for one course only during the semester.
2. The student has never made a petition for re-grading and proven wrong.
3. The Re-grading Appeal form must be filled by student and submitted to the Vice dean of Academic Affairs within **seven days** after announcement of the course result.
4. The committee may recommend that the student be sent to the university disciplinary committee in case they see a reason for that.

**Formal Assessment Appeal:**

If after going through this process, the student is still concerned with the process or the mark awarded, the student may write and submit a formal appeal.

In any instance where a student is unable to make timely contact with the lecturer or staff member responsible for marking the work (or the Course Director), the student may go direct to a formal appeal to the Vice Dean of the Academic Affairs.

The appeal form must be filled by student and submitted to the Vice Dean of the Academic Affairs within **seven days** of the date the result of the course was notified to the student.

### **Process of formal Appeal:**

The student must get the appeal form from Student Affairs Administration, fill it in writing and then submit it to the Vice Dean of the Academic Affairs within **seven days** of publication of the final result.

### **Grounds for a Formal Assessment Appeal:**

Students requesting a review or submitting a formal assessment appeal must demonstrate the grounds on which they feel they were unfairly assessed.

### **Determination of Appeal by College Council:**

Where the Vice Dean of the Academic Affairs has been involved in the original assessment of the student in respect of which the appeal has been submitted, he or she must not be involved in determining the appeal. The appeal will be determined by the relevant faculty member or nominee.

On receipt of a formal assessment appeal, the Vice Dean of the Academic Affairs will immediately provide the head of the department with a copy of the appeal and request, who will send it to respective Course Director to provide the following:

- A. Comments on the appeal including any information on discussions already conducted with the student;
- B. A recommendation as to how the matter should be determined;
- C. A copy of the assessed work that is the subject of the appeal if this has not been returned to the student;
- D. Details of the criteria used to assess the student's work; and
- E. Any other information relevant to the appeal.

Once in receipt of this information, the Vice Dean of the Academic Affairs will submit it to College Council to assess the appeal and determine if a change of mark or final result is warranted.

The appeal must be determined within **ten working days** of it being received by the Vice Dean of the Academic Affairs.

**Notification to the student:**

Once a decision has been made on the appeal by the College Council, the student must be informed of the outcome immediately by the Course Director and in any case, no later than **three working days** from the date of the decision.

**Change of Results:**

Where an appeal has been successful and the final result for a student requires amendment, it is the responsibility of the Course Director to arrange the change of result on the student records system.

The change of result may also require the student's academic status to be reviewed.

**Student Assistance:**

A student may seek assistance and advice from the Academic Advising Services, academic staff, and/or Student Services, in preparing an assessment appeal.

In any discussions regarding review of marks or final results, the student is entitled to be accompanied and assisted by a support person e.g. his Academic Advisor or any other faculty member.

The support person may be another student, a staff member or a person.