

Re-mark of Assessment

1. Abbreviations and Definitions

Achievement-based assessment results

Assessment results which contribute to the final grade of a course and provide students with a specific measure of their achievement in relation to the course learning outcomes.

Assessment

Assessment of learning is the collection and evaluation of evidence to make judgements on the content and level of a student's performance.

Competency assessment

Students are assessed by demonstrating their competency in undertaking tasks consistently at a specified standard.

Blind Marking

Is a method of assessing students' work without the marker knowing the identity of the individual who produced the work.

2. Responsibilities

2.1 Student

- Receive feedback on exam or assignment before requesting re-mark
- Send re-mark request to academic services (academicservices@pihms.ac.nz)
- Organise payment of re-mark fee with student finance administrator

2.2 Academic services

- Administration and facilitation of the re-mark process
- Appointing suitable re-marker in consultation with the Dean of Academics or the subject streamleader

2.3 Stream Leaders

- Appointing suitable re-marker in consultation with Academic Services or the Dean of Academics
- Re-marking the assessment if appropriate

2.4 Programme Coordinator

- Facilitating re-mark process in conjunction with Academic services

2.5 Administration Officer

- updating result in Selma if required

2.6 Student Finance Administrator

- Collection of payment for re-mark

2.7 Re-marker

- Re-marking the specified assessment using the marking guide/rubric supplied

3 Purpose

At PIHMS, we understand the importance of maintaining transparency, fairness and ensuring accurate assessment of students' work. To facilitate this, we have established a Re-mark Policy for achievement based assessments such as exams and assignments.

3.1 Limitations

This Policy only applies to Assessment results which have not been ratified by the Academic Board. For ratified assessments results and Competency assessment appeals, refer to the Academic Appeals Policy.

4 Policy

- 4.1 Eligibility: a. Only students who have received feedback on the exam or assignment are eligible to request a re-mark. b. The re-mark policy is applicable to both written exams and assessed assignments.
- 4.2 Procedure: a. Students must submit a formal request for a re-mark within 5 business days from the date of grade release. b. The request must be submitted to the Academic Services Department, using the designated online re-mark request form or via email, clearly stating the course name, assignment/exam details, and reasons for the request.
- 4.3 Conditions: a. The re-mark fee of NZ\$100.- must be paid at the time of submitting the re-mark request. The fee is non-refundable, except in cases where an original fail grade is overturned into a pass grade. b. The assessment will be re-marked by the subject stream leader or another appropriate lecturer. c. The student will be notified of the re-mark outcome within 5 business days from the date of the re-mark request submission and the payment of the re-mark fee. d. The original grade may remain the same, be adjusted upward, or be adjusted downward based on the re-evaluation.
- 4.4 Limitations: a. Only one re-mark request per exam or assignment is allowed. b. The re-mark request applies to the entire exam or assignment; individual sections or questions cannot be separately re-marked.

- 4.5 Exceptional Circumstances: a. In cases where the initial grade was impacted by administrative errors, marking inconsistencies, or procedural issues, the re-mark fee will be waived. b. Students must provide substantial evidence to support their claim of exceptional circumstances for the fee to be waived.
- 4.6 Assessment to be blind marked by the appointed re-marker. The re-marker will be given a clean version of the completed assessment. No previously given comments or mark allocations will be visible. Where hiding names and mark allocations is not practical on Canvas, a hardcopy of the assessment will be supplied to the re-marker.
- 4.7 In case of considerable variance between the original mark and the re-marking outcome, the two markers must discuss the variance and agree on the most appropriate justified mark. This also applies to re-marks of an original Fail Grade, returning as a Pass Grade. If no agreement is reached, the Dean of Academics (or in his absence, the Programme Coordinator) will be the final arbiter. PIHMS defines a considerable variance as more than 6% of the original mark (e.g. original 44% - re-mark 51% = 7% variance).

5 Procedure

Step	Responsibility	Record
1. Submit formal request for a re-mark and payment to Student Finance Administrator Request to include details of Student and assessment to be re-marked	Student	Email Student account
2. Administration of re-mark	Academic Services	Re-mark register
3. Allocate appropriate re-marker	Academic Services, Stream Leader, Dean of Academics	Re-mark Cover page
4. Prepare Assessment for blind re-marking	Academic Services or Programme Coordinator	Re-mark Cover page Hardcopy of assessment
5. Re-mark student assessments	Appointed Re-marker	Hardcopy/Canvas
6. Confirm result	Lecturer, Re-marker, Programme Coordinator	Re-mark Cover page
7. Communicate outcome to Student and Administration (if required)	Academic Services	Student file in Selma Email

6 Record Management

Record	Responsibility	Filed	Retention Time
Re-mark request form	Academic Services	Academic Team – Documents – Academic Appeals – Re-marks request by students	2 years from the completion of or withdrawal from a programme
Re-mark register	Academic Services	PIHMS Self Evaluation – TD Tracking documents	Indefinitely
Re-mark Cover Sheet	Academic Services	Academic Team – Documents – Academic Appeals – Re-marks request by students	2 years from the completion of or withdrawal from a programme
Re-marked assessment	Academic Services	Academic Team – Documents – Academic Appeals – Re-marks request by students	2 years from the completion of or withdrawal from a programme

7 Quality Standard

This policy is written to comply with:

- *NZQA Private Training Establishment Registration Rules 2021 – specifically Clauses 4.1 (vii) and 6.1.7 (a) and (b)*
- *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 – The Code*
- *NZQF Offshore Programme Delivery Rules 2021 – specifically Criterion 7 - Student Support and Complaints*