



VILLA COLLEGE

## Academic Board

### VC PROCEDURE ON REMARKING

Policy No: VCPR/2013/04

#### Scope and Objectives

This procedure applies uniformly to all programmes offered at Villa College. Where a programme(s) does not involve OUM, the specific process pertaining to OUM will not be applicable to such programmes.

VC recognizes a student's right to appeal against the academic result obtained for a particular module in the semester it was offered and provisions must be made to ensure that such student's requests are being met without losing the integrity of the assessment and record keeping process.

#### General Guidelines on Administering Final Result Appeal Request

1. Students who want to appeal against the final result they have received for any module, they must lodge the request by submitting application for reconsideration of the grade within 6 working days<sup>1</sup> from the release of the Semester result for the module. Accompanied with this form, the student must also pay the remarking fee for each module.  
For each module result the student wish to appeal against, a separate form must be filled and lodged.
2. All applications must be lodged via the reception. It is students' duty to ensure the receipt and a copy of the application is maintained for future reference.
3. Each faculty must announce the deadline for application for reconsideration of grade at the time of releasing the tentative results.
4. The student must also be made aware at the time of announcement that the procedure would involve the examination script being marked by another examiner different from the principal examiner and there might be the possibility of grade being the same, improved or further reduced.

#### Procedures to be followed in re-marking

1. Lodged applications will be handed over to relevant faculties/departments by the registration department on the same day.  
Registration department must ensure mechanisms are in place to trace all the lodged applications distributed to faculties/centres.
2. Each faculty/centre upon receiving the application, must record them in proper order for future reference.
3. Each faculty/centre must then undertake the following action regarding the delegation of the re-marking task

<sup>1</sup> Includes Saturdays