

Request for re-marking of coursework which has not been blind double-marked

Student name: _____ Student number: _____

Email address: _____

Module Title: _____

Assessment Title: _____

- I hereby request that the attached coursework be second marked. *(Please note that the re-marking request needs to be submitted within 10 working days of the mark being published)*
- I have spoken to the original marker who has given me the reasons for the mark I received by I still wish to have this work remarked.
- I understand that as a result of this process my final mark may be the same, higher or lower than my original mark.
- I have provided justification in the appropriate section below and attached evidence to corroborate the re-marking request.

1. The mark is not consistent with feedback given (evidence: feedback on assessment)

2. The feedback suggests that part of my submission has not been considered (evidence: section of submission which is alleged not to have been considered)

3. The assessment criteria have not been properly applied

Please sign below as confirmation that you have read the above and that you have discussed with the original marker to find out the reasons for the mark which you have originally been allocated for this piece of work before pursuing a re-marking request.

Student signature: _____ Date: _____

For completion by the original marker

I confirm that I have discussed the marks with the student and efforts have been made to clarify why the mark was awarded. *Email correspondence between the student and the marker to confirm that a meeting took place is acceptable instead of the marker's signature if appropriate.*

Signature: Date:

Office use only

To the second marker (could be any member of academic staff)

You have been identified as a suitable person to second mark the attached essay. Please return the coursework with your mark and comments to the INTO UEA Academic Support Manager.

Mark of second marker:

Signature: Date:

Comments

In case of adjudication for the Academic Director

Please find attached and above the marks and comments of the original marker and second marker respectively. Please return your decision to the Academic Support Manager.

Adjudicated final mark by the Academic Director:

Signature: Date:

Comments

All marks are provisional until confirmed by the Board of Examiners.

Please note that any final coursework marks which are the result of a re-marking process are considered blind double-marked and cannot be challenged via the Academic Appeals Procedure.

Any examination marks which have not been blind double-marked, but only moderated, can only be challenged via the University's Academic Appeals and Complaints Procedure after publication of confirmed examination marks. The procedure can be found at:

<https://portal.uea.ac.uk/documents/6207125/12476694/PI+Academic+Appeals+and+Complaints+Procedure/77177386-47b4-4a4f-82d6-7340f5be4135>