

# Assessment & Evaluation

## *Appeal of A Failed Grade*

- 8** Course participants have the right to appeal a failed grade assigned in a course subject to the marking scheme set out by the course instructor(s).
- 8.1** As a first step, the course participant should email their instructor and request an informal review of the grade. Instructors are strongly encouraged to consent to this review. This request should be made within 10 working days of the grade being received. Normally the instructor will provide a reconsidered grade and notify the candidate by email within a further 10 working days of the receipt of the request and any further information being submitted by the course participant.
- 8.2** If the request for an informal review by the instructor is denied or if the course participant is not satisfied with the decision, a formal appeal may be submitted to the Coordinator of Continuing Teacher Education. The appeal must be submitted in writing with copies of all relevant documents not later than 10 working days after the reconsidered grade being received and must be accompanied by a faculty appeal fee. (A certified cheque or money order payable to Queen's University for \$100.) The fee will be refunded to the course participant if, as a result of the review, a failing mark is raised to a pass. The reconsideration will be by two reviewers appointed by the Coordinator of Continuing Teacher Education; one reviewer will be the original instructor, if possible. The work under question will be reviewed and the course participant will be informed of the reconsidered grade, normally within 30 working days of receipt of the written appeal.
- 8.3** If the course participant is not satisfied with the decision after the review referred to in 8.2, the next stage of review lies with the Continuing Teacher Education Appeals Committee. The course participant must send an appeal in writing, within 15 working days of receiving the decision to the Continuing Teacher Education Appeals Committee. There is no fee for the appeal to the Continuing Teacher Education Appeals Committee. Following the Appeals

Committee meeting, the course participant will be informed of the decision in writing. The decision of the Continuing Teacher Education Appeals Committee is final (see the Senate's Policy on Student Appeals, Rights and Discipline, <http://www.queensu.ca/secretariat/policies/senateandtrustees.html>). However, if a course participant believes that there are grounds for an appeal on other than academic grounds, the course participant may appeal to the Dean of Education for consideration.