

Appeal of Final Grade – Re-Read

CONDITIONS TO APPLY

- ✦ Final grade results, particularly failing results, are carefully reviewed prior to issuance. Consequently, it is to be expected that only rarely will there be acceptable justification for further reconsideration.
- ✦ If you believe that your final examination or project/assignment has been incorrectly marked in its substance, you may request a re-read. Any request for a re-read must be supported by clear evidence that the request is justified. It is your responsibility to demonstrate that your answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. You must do more than simply assert that “I disagree with the marking” or that “I believe that I deserve more marks”. A well-constructed case will point to the textbook, lectures notes, similar questions in tests, or some other similar evidence **outside your own opinion**.
- ✦ If the School is satisfied that you stated your case in the proper fashion – not that the substance of your case is correct, but that you have constructed your argument properly – your request will then be forwarded to the original course examiner who will undertake the review of your submission. If you do not include supporting documentation with your request or if your documentation is not considered appropriate or complete, your request will be returned to you with an explanation.
- ✦ **A clerical check must be completed before a re-read will be accepted for consideration.** If you have not completed this step, please fill out and submit the Appeal of Final Grade – Clerical Check application form, and await results before proceeding with a re-read appeal.
- ✦ **Term results such as course assignments, quizzes or mid-term examinations will not be reconsidered.** As a learner, it is your sole responsibility to make certain that you receive marks for all submitted assignment(s) and term test(s) other than the final graded component, be it the final examination, final paper, final project or final assignment, **before the course ends**.

POSSIBLE RESULTS

If your submission is accepted and sent for review, possible results include:

- The final grade may remain unchanged
- The final grade may be raised.
- If an error is detected, the final grade may be lowered.
- If your final grade is changed as a result of the re-read, all fees paid will be refunded in full.

RE-READ SERVICE DETAILS

Fee:

\$36 + HST per course

Deadline for submission:

Within three months of the final examination or course completion date

A re-read will not be considered unless a clerical check of your final grade has been completed.

Appeal results will be provided by email

Processing Time:

35 business days

PERSONAL DETAILS

SCS Student Number

(begins with X, followed by 6 digits. You can find your student number on your enrolment confirmation, or in your online account (My Access).

(Given) First Name

(Family) Surname

Daytime Phone Number

Email

COURSE DETAILS

Course Code

Course Name

PAYMENT DETAILS

Payment Type

Credit Card Number

Expiry Date

Name on Card

Signature of Cardholder

Date

INSTRUCTIONS FOR SUBMISSION

Complete this form and submit by:

Fax: 416-978-6666

Mail: Grade Appeal – Re-Read
University of Toronto
School of Continuing Studies
158 St. George Street
Toronto, ON M5S 2V8

In-person: 158 St. George Street
Front Reception
(located just south of Bloor Street West on St. George Street)