



Appeal of Final Grade – Re-Read

A re-read is the second step in the grade appeal process.

After receiving the results of your Clerical Check application, if you believe that your final examination or project/assignment has been incorrectly marked in its substance, you may then request a re-read.

Please note that 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.

CONDITIONS TO APPLY

- ✦ **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.
- ✦ **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.**
- ✦ **Term work 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.**
- ✦ 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.

RE-READ SERVICE DETAILS

The following item(s) will be reviewed through this application:

- The course examiner will complete another review of the final exam/project/assignment with the case and evidence provided in the application submission.

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.

Appeal results will be provided by email.

Service Fee:

\$38 per course.

Application fee is non-refundable once submitted for review.

Deadline for submission:

Within three (3) months of the final examination or course completion date.

Processing Time:

Thirty-five (35) business days from date application is received.

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 OPTIONS AND DETAILS

Payment options:

- Credit card (Amex, Mastercard or Visa)

Full payment will be required before application results can be provided.

For security reasons payment details will not be requested on this form, and you will be contacted by our Enrolment and Learner Services team directly with instructions to provide payment.

INSTRUCTIONS FOR SUBMISSION

Complete this form and submit by:

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

Email: scs.learnerservices@utoronto.ca