

THE SENATE BOARD FOR STUDENT APPEALS

McMASTER UNIVERSITY

Application for a Formal Re-Read/Re-Assessment* FORM A

Please refer to the Notice of Collection statement on page 2 of this form.

If you have questions about the re-read/re-assessment process or about completing this form, please contact your Faculty Associate/Assistant Dean, the Associate Vice-President and Dean of Graduate Studies in Room 212, Gilmour Hall (*if you are a graduate student*), the University Ombud, or the University Secretariat in Room 210, Gilmour Hall, Extension 24337.

Name: _____ Student No.: _____

Program &
Level / Year: _____

Address: _____
No. Street City Province Postal Code

Telephone: _____ Cell Phone: _____

McMaster
E-mail: _____ Fax: _____

Please give an address and telephone number where you may be contacted outside of the academic term. (The academic term may end before your re-read/re-assessment has been completed.) It is your responsibility to ensure that all contact information is current and accurate. Failure to do so will result in delays and possible dismissal of your application. Any changes must be reported to the appropriate Associate/Assistant Dean immediately.

Address
outside of
academic term: _____
No. Street City Province Postal Code

Telephone: _____

_____	_____
Signature	Date

* Master's and doctoral theses are excluded from these re-read/re-assessment procedures, as are Ph.D. comprehensive examinations, and Objective Structured Clinical Examinations (OSCE) and supervisory committee reports.

Please read the following information carefully as it is important to your application.

Qualification for a re-read/re-assessment

In order to qualify for a re-read/re-assessment, the piece of work or program component *must be worth 10% or more* of the final course grade.

Degree Programs

For students in degree programs not offered by a Faculty (e.g. the Arts and Science Program), the Program Director is equivalent to the Associate/Assistant Dean of a Faculty and the Chair of the Program Hearings Committee is equivalent to the Faculty Dean. For students in Senate-approved certificate or diploma programs offered by the Centre for Continuing Education, the Director of the Centre is equivalent to the department chair and the Provost is equivalent to the Dean of the Faculty.

Timelines

This form must be submitted to the appropriate office no later than July 31 immediately following the Fall/Winter Session or by November 15 immediately following the Spring/Summer Session during which the student work was originally assessed.

Fees and Adjudication Process

The fee for a re-read/re-assessment is payable in advance at Financial Services, Gilmour Hall, Room 209. The receipt must be attached to the Form A. If the re-read results in an increase in the student's grade, as outlined in Section 15(iv) of the Student Appeal Procedures or as determined by the procedures of the appropriate Faculty, the fee will be refunded. Please refer to the [Student Accounts and Cashiers User Fees page](#) for the re-read/re-assessment fee. For details on the adjudication process, please refer to section 15 of the [Student Appeal Procedures](#).

Notice of Collection of Personal Information

The information gathered on this form is collected under the authority of *The McMaster University Act, 1976*. The information is used only for the purposes of administering the Student Appeal Procedures and for statistical purposes. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

1. Have you attempted to resolve the issue informally, as required by Sections 14(a) and (b) in the Student Appeal Procedures?

YES Please attach a copy of the response you received. If the response was oral, rather than written, please describe briefly.

NO Please explain briefly why you have not attempted to resolve the issue informally.

RE-READ/RE-ASSESSMENT

2. Please provide the following information.

Name of Course: _____

(e.g. Psychology 1X03)

Year and Term in which course was taken: _____
Year Term

Instructor's Name: _____

Description of the work to be re-read/re-assessed:
(e.g. essay, final exam, lab report). _____

Percentage of the final course grade for the piece of work:
(The piece of work or program component *must be worth 10% or more* of the final course grade.) _____

Do you have the piece of work in your possession?

YES Please attach the original and keep a copy for your own records.

NO Please explain below why the work is not in your possession:

This Application for a Re-Read/Re-Assessment must be submitted to the Associate/Assistant Dean of the Faculty offering the course (if you are an undergraduate student), to the Associate Dean of Health Sciences (Education) for undergraduate courses offered by the Faculty of Health Sciences, to the Associate Dean of Business, Academic Programs (if you are an M.B.A. student), or to one of the Associate/Assistant Deans of Graduate Studies (if you are a graduate student).