

# REMARK REQUEST PROCEDURE

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<b>Custodian:</b>	Program Manager Academic		
<b>Supporting Documents, Procedures &amp; Forms:</b>	Assessment Policy Final Exam Process Remark Request Form Student Grievance Policy UOW College Student Handbook		



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## 1 Purpose of Procedure

- 1.1 This procedure ensures that the authority and responsibility for remark requests are clearly defined and a record of activities is available.
- 1.2 It also ensures that requests for remark are processed in a planned and controlled manner.

## 2 Scope of Procedure

- 2.1 This procedure applies to all UOW College students who request a remark of an assessment task.

## 3 Definitions

Word/Term	Definition
Assessment	An academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline.
Head of Program	Refers to the Academic Program Manager, English Language Centre Manager, English Language Coordinator, Academic Support Coordinator, and Relevant Vocational Program Coordinator of UOW College.
Student	Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as learner.

## 4 Remark Request Processing

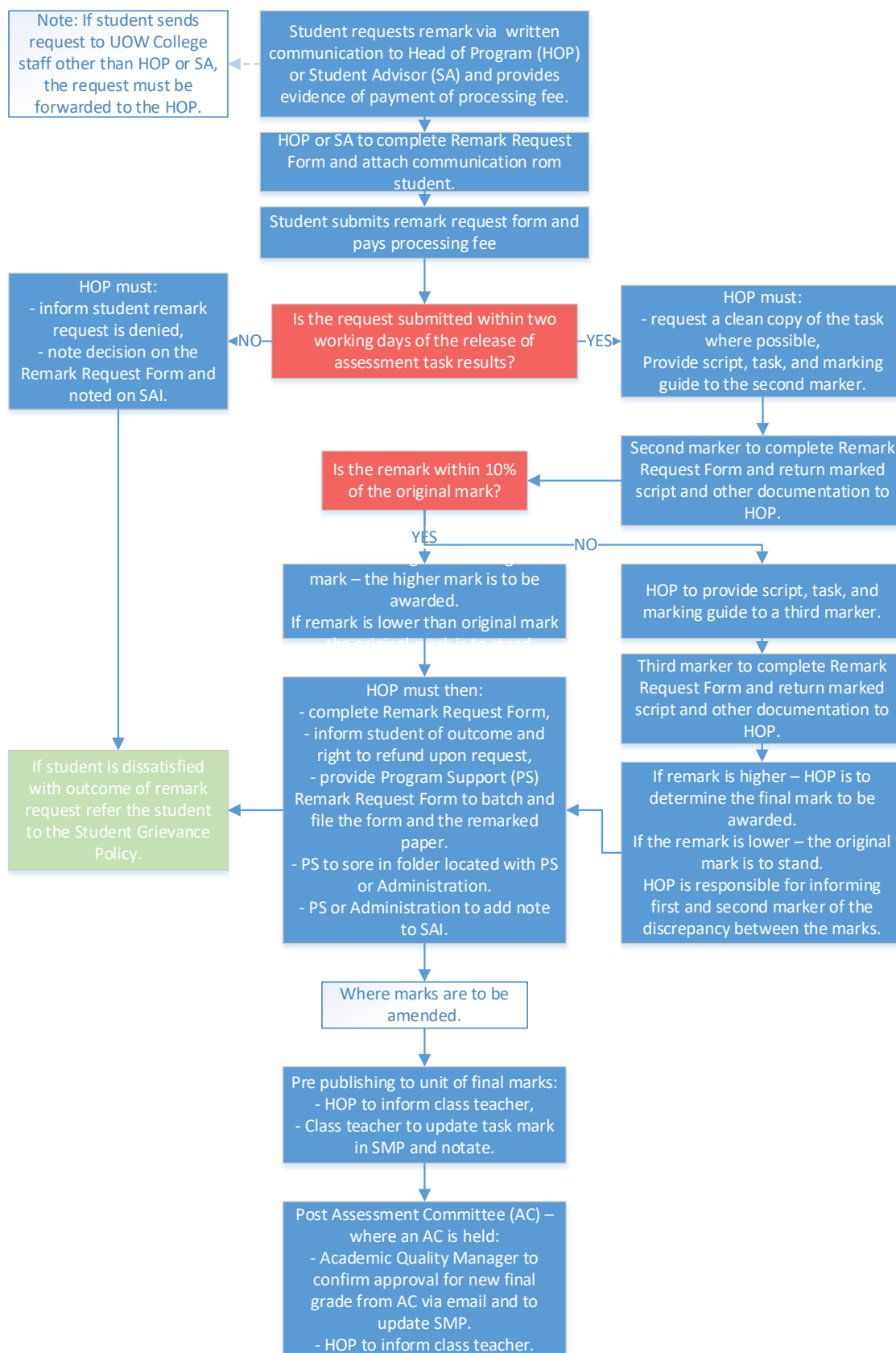
- 4.1 The Remark Request Form must be complete for all remark requests.
- 4.2 All decisions regarding a remark request must be justifiable in terms of the following core guiding principles:
  - a. collegiality,
  - b. transparency,
  - c. equity, and
  - d. consistency.
- 4.3 Remark Request form is available on the UOW College website and the UOW Enterprises Intranet.



- 4.4 Remark requests should be processed within two weeks of submission of the Remark Request Form.
- 4.5 The processing of the Remark Request Form is detailed in the Remark Request Flowchart (Section 5).



## 5 Remark Request Flowchart





## 6 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	15/02/2012	Trisha McGrellis	New Procedure
2	09/06/2015	Academic Quality Manager	Review and rebrand