

IMPORTANT CONSIDERATIONS WHEN REQUESTING FOR RE-MARKING OF ASSIGNMENT OR MIDTERM EXAM PAPERS

1. Check the solutions with marking scheme and the TA marking guidelines posted in the course website. Determine if the guidelines and the point system were appropriately and fairly applied to your paper.
2. After performing #1 and there is compelling reason for you to still believe your assignment or exam paper was marked incorrectly by the grader, you can request for a re-marking by writing your concerns on a **separate sheet**.
3. **Do not** scribble anything on the assignment or exam paper, otherwise the grader (TA) may think that you changed or altered your answer(s). Attach the **sheet containing your concerns** to the assignment or exam that you would like to be re-marked, and submit your request to the instructor **within one week of the return of the assignment or exam paper in question**. Unless you have mitigating circumstances, your remarking request will not be entertained if submitted outside the prescribed period.
4. Explain very carefully and diplomatically your arguments why you think there is a mistake in the marking. Abusive language towards the grader will not be tolerated.
5. **You should be aware that when you request for re-marking the grader (TA) may re-assess the entire paper and not just the item(s) you queried about. As a result, your mark may increase *but there is also a risk that it may decrease or it could just remain the same.***
6. Remember, you only have one opportunity to make an appeal. So, make sure your request is clear and complete.