

**Policy title: Verification of Fail Grades**

**Purpose:** The verification of fail grades section of the University's Unit assessment procedures states:

5. Verification of fail grades. In addition to quality assurance requirements of these procedures, and [rule 1.2](#), each faculty must have a specified procedure for verifying all fail grades of a unit. This may include:

- double marking of failed assignments and exam scripts of the student concerned; or
- double marking the final assessment item; or
- double marking all borderline pass/fail assessment items; or
- other defensible form of verification.

The Faculty has adopted the following position with respect to verification of final unit fail results:

- Failed exam scripts are to be routinely re-marked by a second examiner. The first marker is to endorse the failed paper as "Marked" and the second marker as "Verified". The markers are to discuss any differences in their assessment of the script before arriving at a final mark for it. Both examiners are to sign the paper.
- A failed assessment piece worth 25% or more of the final mark must be double marked. A record of the original and second marker should be recorded on the piece of assessment and electronically where results are recorded.
- Assessment of oral and performance-based tasks. For units in which oral communication or performance is assessed, and in which this assessment is worth more than 30% of the total mark, quality assurance, verification or re-marking of work must be provided through:
  - sound and/or video recording, or
  - initial assessment by more than one examiner, or
  - other defensible form of verification.
- Failed assessment piece worth more than 10% but less than 25% of the final grade must be checked by a second marker. The second marker will verify that no sections were accidentally missed and that the overall result is correct

**Policy status:** New

**Key Stakeholders:** Faculty Board and Heads of Schools

**Approval Body:****Faculty Board of the Faculty of Arts**

Meeting number: 04/2011

Meeting date: 8 September 2011

Agenda item: 17

**Endorsement Body:****ESEC**

Meeting number: 04/2011

Meeting date: 31 August 2011

Agenda item: 13

**Date Effective:** Semester 2, 2011

**Next Review Date:** 2014

**Policy Owner:** Faculty of Arts

**Policy Author:** Quality and Compliance Officer