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# HERITAGE CHRISTIAN COLLEGE

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## REMARKING POLICY

Approved/ Effective date: May 2022

Reviewed version and date: V0





## REMARKING POLICY

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## APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority:	Academic Board
Advisory Committee to Approval Authority	Examination Committee
Policy Adoption and Review version	V0
Developed/ Reviewed by:	Academic Affairs
Administrator	Assistant Registrar, Academics
Date of Approval	May 2022
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Signed by: \_\_\_\_\_

Chairman of Examination Committee

Date



## **GENERAL OVERVIEW OF POLICY**

### **1.1 Introduction**

Examinations are important form of assessment in HCC, thus, marking of examination scripts is a very important aspect of the examinations process. It is therefore imperative that all parties involved (students and academic staff) are both satisfied with the marking process of examinations in HCC.

### **1.2 PURPOSE**

The purpose of the remarking policy is to redress any issues students have with marked scripts from examinations conducted in HCC.

### **1.3 SCOPE**

The policy applies to all HCC Students and Academic Staff

## **POLICY STATEMENTS**

### **2.0 Remarking**

- 2.1 A student can call for remarking if the student feels that the marks awarded by a lecturer fall short of their expected mark based on their input and effort.
- 2.2 A student should have exhausted all internal avenues to seek redress for any unsatisfactory issue of awarded marks before calling for remarking
- 2.3 The student should submit a formal letter to the Head of the Department who will determine the merit and demerit of the request.
- 2.4 The student is required to make a payment of Five hundred Ghana Cedis (GHs500.00) before any paper is remarked.
- 2.5 After remarking, if the student's mark is higher than the previous mark, the school will refund the remarking fee of Five hundred cedis back to the student and make a result change to the new mark.
- 2.6 After remarking, if the student mark is the same, the school keeps the remarking fees and the student marks remain the same.



- 2.7 After remarking, if the student's mark is lower than the previous mark, the school keeps the remarking fees and the student's result is changed to the new mark.
- 2.8 Remarking is to be done by any other lecturer except for the lecturer responsible for the current or contested mark.

