



HERITAGE CHRISTIAN COLLEGE

REMARKING POLICY

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REMARKING POLICY

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APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Developed/ Reviewed by:	Academic Affairs
Administrator	Assistant Registrar, Academics
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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.