

Course Assessment and Evaluation, Student Complaints, Requests for Re-Reads

The following details can be found on the Registrar of Acadia University's website and the Acadia University Calendar and reflect the academic policies of Acadia University.

A. Course Assessment and Evaluation (<https://registrar.acadiau.ca/evaluation.html>)

The Syllabus/Course Outline

At the beginning of each course, instructors are required to indicate in writing the elements for the course, including tentative dates and values of all assignments, attendance requirements, and the value of examinations. Students can expect to be assessed according to fair methods of evaluation and based on material clearly outlined in the syllabus. Instructors shall indicate clearly how students' marks will be calculated and how those marks will be used to form the aggregate grade for the course. Marks may be lost after proven incidents of academic integrity violations, as outlined in the Academic Integrity section of this calendar.

No credit is given for a course unless all requirements for it have been completed.

B. Procedures for Examination/Or Equivalent Assignment Complaints by Students (<https://registrar.acadiau.ca/Examinationsandgrades.html>)

(examination generally refers to final or mid-term examination – in some cases final or major assignments are considered equivalent)

Resolution at departmental level

In case of an apparent violation the matter should first be referred to the appropriate instructor for an attempt at resolution. If the matter cannot be resolved at the instructor level, or if the complainant does not wish to confront the instructor, a written statement giving the nature of the alleged violation shall be presented to the appropriate head of department (or director in case of schools) who shall conduct an investigation on the substance of the complaint and attempt a resolution.

Resolution at higher level

If the matter cannot be resolved at the department (or school) level, then it should be referred to the next senior administrative office--namely the appropriate dean--again, an investigation and an attempt to resolve the matter.

Referral to T.I.E. Committee (Senate: timetable, instruction hours, examinations committee]

Should the matter still not be resolved to the satisfaction of all parties concerned it should then be referred to the T.I.E. Committee for investigation and appropriate action.

Assistance of Academic Commissioner

Students may at any time have the assistance of the Academic Commissioner of the Students' Representative Council in seeking a solution to their complaint.

C. Formal Requests for Re-read (<https://registrar.acadiu.ca/examinfo.html>)

Any request to re-read an examination paper must reach the Registrar on the [re-read form](#) within 30 days after the release of the final examination results or equivalent.

All requests for a re-read will be directed by the Registrar to the director or head concerned for implementation. Re-reads of examinations will be conducted by the head/director of the unit involved and a second faculty member who has expertise in the subject area, after consultation with the original instructor. In the event that the head/director is the instructor, the dean will designate a replacement to conduct the re-read.

Re-reads may be requested in any or all courses in which a student is registered without reference to class standing or the final grade assigned. A reread of a mid-year examination will be granted only after consultation with the head of the department or director of the school concerned. A student who requests a re-read in a course forfeits the grade originally assigned.