



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Request for Re-Evaluation of Term Work

Request for Re-Read of Final Examination

Request for Re-Check of Final Course Grade

Name: _____

Student Number: _____

Address: _____

UT+ Email: _____

Phone: _____

Course: _____ Session: _____

Instructor: _____

Evaluation Component (if applicable): _____

Please list any relevant documents attached to the petition:

The grounds for my request are as follows (attach a separate sheet if necessary):

I have read and understand the KPE Guidelines for Grade Review Policy

Name: _____ Signature: _____ Date: _____

KPE Guidelines for Grade Review Policy

Term Work

In the case where assessed work has been returned, students are encouraged to review their work immediately. In the case of restricted assessments, at the time that grades are released, instructors will post a date(s) and time(s) (office hours or other) when students can review their work. When reviewing work, students will be provided with a master examination if relevant (answer key, rubric, model answer); at the discretion of the instructor, students may bring their own course notes and readings for reference. It is the students' responsibility to take advantage of these opportunities to review their work. Calculation errors can be addressed during the review. It is up to the discretion of the individual course instructor to adjust grades. Any request for instructor review or appeal must be initiated within 2 weeks of the review opportunity or return of work to the students. This process applies to any KPE coursework completed during the term, including the following: mid-term tests, quizzes, presentations and assignments. Note that in the case of group work, the express written consent of all group members is required using a KPE Request for Appeal of Final Group Grade form to proceed with a re-evaluation. In such cases, it is advantageous for group members to have documentation illustrating their individual contributions.

Final Examination

If a student considers that there is evidence to support the awarding of additional marks to their final examination, they may request a re-read. The student must first complete the KPE Request for Reread of Final Examination form. On this form the student is asked to demonstrate that their answers substantially warrant additional marks by citing specific instances of disagreement; these may be supported, at the discretion of the instructor, by such documentary evidence as course handouts, course readings/textbooks, lecture notes, etcetera. The student must do more than simply assert that, "I disagree with the marking", or that "I believe I deserve more marks". The Request for Re-read of Final Examination form must be submitted to the Registrar's Office within six months of the posting of the final grade on the student web service. A master examination (answer key, rubric, or model answer) will be provided at the time of viewing. [For some examinations, particularly those with multiple choice questions, there may be an examination key that is essential to the marking of the examination, while in other types of examinations, a rubric or model answer, if relevant, will be required. In such cases these documents should be provided at the time of viewing.] The submitted request will be directed to the course instructor. A recheck or reread may result in a grade being lowered, raised or not changed. In submitting this request, the student acknowledges that no further requests to re-evaluate this work will be considered by the instructor. If the student is not in possession of their final examination and needs to view it in order to complete the form, they can submit a Request to View a Faculty Final Examination form to the Registrar's Office. Supervised examination viewing will be available by appointment only.

Final Grades

If the student considers that there has been an arithmetical error in calculating their final grade, they may request a "recheck". In this case, the KPE Request for Re-Check of Final Course Grade form should be completed by the student and submitted to the course instructor within six months of the posting of the final grade on the student web service. The student should indicate precisely where the error is considered to have occurred. A general request for rechecking every piece of evaluation, without substantiation, will not be considered.

Notice of Collection - Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of keeping track of missed examinations by the Faculty of Physical Education and Health. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-5385, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1

For Office Use Only

Received by: _____ Date Received: _____

Decision of Council

No Change Change Final Mark To: _____

Comments:

Name: _____ Signature: _____ Date: _____