Marking mistakes are not uncommon. Most errors are clerical, e.g., arithmetic mistakes leading to inaccurate total score tallies. These will be corrected immediately, and without hassle. Please bring them to the attention of the instructor at your earliest convenience.

Other aspects of marking are more subjective. The onus is primarily on you, the student, to effectively and accurately communicate when answering questions on homework and exams. Still, marking mistakes happen and it is important, in fairness, that they are corrected.

But the class curve must always be kept in perspective. Students must recognize that their answers are sometimes marked on relative terms. Also, when a student requests a re-mark they are not only asking for their marks to be raised. They are simultaneously asking to devalue the marks of other students, effectively lowering their grades.

Therefore, with equity in mind and to keep the number of re-mark requests down, please adhere to the following protocol for disputes.

The protocol:

• Prepare a covering note explaining what part of the exam/homework you feel should be re-evaluated. It need not be a formal note, but it should be legible and clearly explain precisely what you want looked at and why.

• Ask a peer who is in the class (any section), but not in your group (e.g., for a group homework), to look over your covering note and the issue in question, and sign off on it. That peer represents other students whose marks will be de-valued if yours increase.¹

• Submit the request within one week of the day in which the item was returned.

The entire exam/homework is subject to re-marking when a request is made. Note that the deadline is not one week from when you collect your exam; it is one week from when it was returned. If you skipped class and missed a pickup that’s your problem. This is crucial because it is important to evaluate all similar re-marks together to check for any systematic biases in the original evaluation.

¹I don’t care if you reciprocate—you sign mine if I sign yours. But abusers will be confronted.