

**FACULTY OF LAW
UNIVERSITY OF BRITISH COLUMBIA
EXAMINATIONS RULES**

HOW TO APPEAL A MARK

- (1) In order to pass the academic year, a student is required to obtain a weighted average of 55% over the year. A passing mark for a course is 50%.
- (2) A student who is not pleased with a mark received should see the professor who taught the course as soon as possible in order to discuss the examination. (*Have your examination code ready in order to identify your exam*). Instructors may change a mark if they find an error has been made.
- (3) A student who considers, after meeting the instructor, that a higher mark should have been assigned, should request the "Review of Assigned Standing" form from Enrolment Services. The form must be completed and returned to Enrolment Services. The form requires a statement of reasons justifying the re-evaluation. The form can be downloaded at this address: <http://students.ubc.ca/calendar/index.cfm?tree=3,49,0,0>
- (4) Applications to appeal a mark will not be considered before official Faculty marks are released in May. Applications will not ordinarily be permitted after the Enrolment Services deadline for applying for an appeal (usually sometime in July). Pursuant to university regulation, students may not appeal a mark received on a re-evaluation examination.
- (5) After its submission to Enrolment Services, the completed Review of Assigned Standing is referred to the Faculty of Law's Examinations Committee. The Examinations Committee decides whether to grant a request for review of a questioned mark. Generally, a review is granted if the student has failed an examination or a 10% spread exists between the appealed mark and the student's next lowest grade within that academic year. For marks within the 10% range, the reasons advanced for justifying the reread are critical.
- (6) Reviews will be permitted in no more than two courses in one academic year.
- (7) The Faculty of Law's internal procedure for rereads is as follows:
 1. The examination/assignment in question; the examination/assignment receiving the highest mark; the examination/assignment receiving the lowest mark; and an examination/assignment from the middle of the class are given to an outside reader (*someone with expertise in the area other than the original instructor*).
 2. Marks may be adjusted upward on appeal. Marks may not be lowered.
 3. If the marks arrived at by the two graders differ by 10% or more of the total mark available for the examination/assignment, the outside reader will confer with the instructor to resolve their differences. Should they be unable to agree, an average of the two marks will be assigned to the examination/assignment.
 4. If the marks arrived at by the two graders differ by less than 10% of the total mark available for the examination/assignment, there will be no change to the mark.