**DRAFT: Faculty of Arts Student Assessment Policy**

*As drafted by the Arts Undergraduate Society*

*For all comments, questions or concerns, contact Erik Partridge, AUS VP Academic*

1. No in-class assessments exceeding 15% of the final mark shall be held in the last fourteen calendar days of class, except in language courses.
2. Participation, which shall include attendance, unannounced assessments, and clicker based assessments, in both lectures and conference, shall not exceed 10% of the final mark, except in courses where the total enrollment is less than forty-one students.
3. Students shall not be penalized for any reason for which they cannot also gain marks.
4. Automatic failure of a course shall not be predicated on any non-marked criteria. The reason for automatic failure shall make up at least 20% of the final mark in accordance with Section 3.1.7 of the University Student Assessment Policy.
5. Assignments shall not be marked using a zero-sum marking scheme.
6. Assignments may not be due, and assessments may not be conducted during the course change period.
7. In accordance with section 3.7 of the University Student Assessment Policy, and Article 14(b) of the Charter of Student Rights, students have a right to a re-assessment of any written assessment, which shall include multiple choice assessments, subject to the following conditions:
   1. Students shall have 14 days to request a re-assessment of an assignment.
      1. The re-assessment process shall be deemed to have started upon the student’s delivery of communications relating to the mark of the assessment to any party involved.
      2. Students shall first communicate the rationale to the professor.
      3. If the student finds the timely response unsatisfactory, the student may submit a request for formal re-assessment to a previously designated member of the department.
      4. This designated member, who shall be by default the chair of the department, will then assign a professor, who is not teaching or proctoring the course, but is experienced in the subject material to re-evaluate the original work. The third party shall not be privy to the comments or mark of the work by the initial assessor.
      5. The re-assessment by third-party should take no more than 20 business days to complete.