

GUIDELINES FOR EXPLANATIONS OF GRADES AND APPEALS

PROCEDURE

Approved by the University College Director 24.04.2019 pursuant to Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015

1. Explanations

A candidate who has taken an exam has the right to an explanation of the grade awarded for their own performance.

The request for an explanation must be put forward within a week of the candidate being notified of the grade, that is, from the time the grade is published on Studentweb.

The candidate must request an explanation on Studentweb. The explanation will normally be given to the candidate within two weeks of the request.

At an oral exam or assessment of practical skills, the request for an explanation must be made immediately the grade has been announced.

The Dean decides whether the explanation shall be given orally or in writing.

2. Appealing a grade

The deadline for registering an appeal about the grade awarded is three (3) weeks after the exam results have been published. If an explanation of the grade has been requested, the appeal deadline is three (3) weeks after the explanation has been received.

Each individual has the right to appeal in the case of a group exam. Any eventual alteration of the grade will only apply to the complainant.

An appeal about the grade awarded must be made on Studentweb.

The appeal may result in a higher or a lower grade.

If the grade awarded as a result of the reassessment of the exam performance shows a deviation of two or more grades from the result of the regular assessment, the normal procedure is for the internal examiner from the regular grading commission and the external examiner from the appeals commission to make a joint assessment and together arrive at a final grade.

The result after an appeal is final and cannot be appealed again.

In the case of an appeal for a grade that is awarded on the basis of a written assessment with an oral adjustment, where the grade awarded to the written assessment is changed after the appeal process, a new oral adjustment exam will be held to establish the final grade, Act relating to Universities and University College/UHL §3-9 (5).

It is not possible to appeal the assessment made at oral / practical exams.

A exam candidate may appeal on the basis of formal procedural errors at oral / practical exams within three (3) weeks of the time when he/she ought to have become acquainted with the circumstances that have given rise to the appeal.

More detailed information about appeals is to be found in the Act relating to Universities and University College/UHL §5-3 and in Regulations for admissions, studies and examinations at Volda University College §5-12.

3. Appeals concerning coursework requirements

With regard to appeals concerning coursework requirements, see Guidelines for coursework requirements / Retningsline for arbeidskrav.

4. Appeals concerning formal procedural errors

An exam candidate may appeal formal procedural errors at an exam within three (3) weeks of the time when he/she ought to have become acquainted with the circumstances that have given rise to the appeal.

This also applies in the case of oral / practical exams.

Examples of formal procedural errors may be errors involving the question paper / wording of the exam question, procedural errors made during the exam, errors made during the assessment process.

The deadline for appealing formal errors concerning coursework requirements is one (1) week after the time when the candidate has become or ought to have become acquainted with the circumstances that have given rise to the appeal.