

POLICY ON QUERIES AND COMPLAINTS ABOUT ASSIGNMENT GRADING

COMP-202A, Fall 2007, All Sections

Requests regarding the grading of an assignment fall in two broad types, and should be sent to the appropriate person depending on their type:

- Students should send queries regarding the grading of their assignment submissions to the grader who graded their submissions. Queries are requests asking for more information about the reasons why a question was graded in a certain way, or why marks were deducted in a given case.

"I lost x marks on question y of assignment z, and I would like have more explanations about why this happened" is an example of how students can formulate queries.

- Students should send complaints regarding the grading of their assignment submissions to the TA in charge of handling these type of complaints. For the Fall 2007 semester, this TA is Jesse Doherty (jesse.doherty@mail.mcgill.ca). Complaints are requests that ask that the grading of one or more portions of an assignment be reviewed because of a perceived mistake in the application of the grading scheme for that assignment. Complaints must include arguments why the review should take place.

"I lost x marks on question y of assignment z, and I don't think that's fair for reasons a, b, and c; I would therefore like to have that question regraded or to get my marks back" is an example of how students can formulate complaints.

Please send your queries and complaints to the appropriate person and they will respond accordingly.

Finally, please be polite in formulating both your queries and your complaints. TAs will have the discretion to ignore requests that they judge to be worded in an overly impolite or aggressive manner.