



Procedure for further reassessment under Section 5-3 (6) of the Act of 1 April 2005 relating to Universities and University Colleges

An amendment to the Norwegian Universities and University Colleges Act, effective as from 1 July 2018, stipulates that further reassessment must be undertaken before the final grade is assigned if the Appeals Committee awards a grade that varies by two levels or more from the grade assigned at the original assessment.

The Ministry of Education and Research pointed out in their preparatory work for the legislation, and again in their written explanations issued after this provision was enacted, that it is up to the individual institutions to decide how to undertake such further reassessment.

On 10 October 2018, the Education Committee at VID Specialized University determined that responsibility for such further reassessment should rest with the coordinators for the relevant programme and course. If one or both of these individuals acted as examiner for the script in question, whether during the original assessment or for the appeals committee, then the dean/vice-dean will appoint substitutes for the programme coordinator and/or course coordinator.

In their Circular of 4 October 2018, the Ministry of Education and Research stressed that any reassessment grade awarded by the Appeals Committee should be considered to be temporary if it varies by two levels or more from the grade awarded by the original examiners, and that the purpose of any further reassessment is to ensure that '[...] the grade awarded reflects the student's knowledge and skills to the best possible degree'. VID interprets this clarification to mean that further reassessment is not tied to the grade awarded by the original examiners nor to that assigned by the Appeals Committee; further reassessment can result in the award of a new grade.

This document describes VID's procedure to be followed when further reassessment is required under Section 5-3 (6) of the Universities and University Colleges Act:

1. The Division for Academic and Student Affairs prepares and initiates the further reassessment process

When a student has appealed against a grade awarded, the Division for Academic and Student Affairs will receive the outcome of the appeals process in the form of a signed reassessment protocol from the Appeals Committee. The Division for Academic and Student Affairs will check the grade specified in the reassessment protocol against the grade that was awarded by the original examiners.

If the reassessment result varies by two levels or more from the original grade, the further reassessment process will be initiated.

Step 1-1:

The Academic and Student Affairs Division notifies the relevant programme coordinator that further reassessment will be required. The faculty determines who should carry out such further reassessment and informs the Academic and Student Affairs Division accordingly.

If both the programme coordinator and the course coordinator have to be represented by substitutes, the dean/vice-dean must decide which of these substitutes should have the casting vote if it proves impossible to reach grading consensus (see step 2-2 below) and be responsible for explaining in writing the reasoning on which the final grade has been based.

Step 1-2: When it has been decided who should undertake the further reassessment, these individuals will receive the case file from the Academic and Student Affairs Division. This must include all documents assessed by the original examiners as well as all documents assessed by the Appeals Committee. Additionally, information is provided about the identity of the original examiners and the examiners acting for the Appeals Committee.

If a reasoned explanation has been provided in writing for the grade awarded in the original assessment, then this document must accompany the case file.

The further reassessment team can also ask to see sample scripts submitted in the same exam, with information about the grades that were assigned.

At the same time, the Academic and Student Affairs Division will also furnish the further reassessment team with this procedural document as well as a template for assigning a final grade following further reassessment.

2. The programme coordinator and course coordinator (or their substitutes) reassess the exam script again

Step 2-1: The individuals who make up the further reassessment team will separately review the case documents. As a minimum, the case file must include the following:

- The exam script
- The exam question(s)
- The guidelines issued to examiners
- Course description with learning outcomes (unless this forms a part of the guidelines issued to examiners)
- The current version of the general, qualitative description of grading criteria issued by Universities Norway

Step 2-2: If the further reassessment team should consider it necessary, they can obtain further information. For example, they are at liberty to communicate with earlier examiners about their assessment of the script. The further reassessment team will keep in touch with one another during the process to clarify whether such further information is desirable, or if they need to obtain a different type of information to assist their work.

Step 2-3: The further reassessment team must meet to reach consensus about the grade they believe to be correct for the relevant exam script. If the team is unable to reach consensus, the following applies:

- If the further reassessment process has been carried out by the programme coordinator and the course coordinator, then the programme coordinator has the casting vote.

- If the programme coordinator is represented by a substitute, then the course coordinator has the casting vote in relation to the grading.
- If both the programme coordinator and the course coordinator are represented by a substitute, then the person appointed by the dean/vice-dean has the casting vote.

Step 2-4: The further reassessment team enters the final grade in the template received from the Academic and Student Affairs Division, then signs the template document. Additionally, the programme coordinator is responsible for explaining in writing the reasoning on which the final grade has been based. If the programme coordinator is represented by a substitute, then the course coordinator is responsible for writing this reasoned explanation. If both the programme coordinator and the course coordinator are replaced by substitutes, then the individual appointed by the dean/vice-dean will be responsible for writing the explanation.

The decision, with the reasoned explanation, must be submitted to the Academic and Student Affairs Division as soon as possible once it is ready.

3. The Academic and Student Affairs Division completes the final grade assignment

Step 3-1: On receipt of the final grade decision, the Academic and Student Affairs Division records the necessary information in FS and changes the grade entered in the assessment protocol, if required.

Step 3-2: The Academic and Student Affairs Division writes a letter with information about the outcome of the appeals process and sends this to the student.

Step 3-3: If the student requests a reasoned explanation of the final grade in writing, the further reassessment team will send the explanation to the student.