**PLEASE** read this carefully. Understanding and following the format for enquiries and appeals will make everything much easier for you as well as me.

2)      You **MUST** re-read your entire essay/log – **NOT** just the comments made by the marker. Specific references will be made throughout your work so it is critically important you have read these before coming to see me.

3)      If you have questions or concerns, or wish to contend the grade, you **MUST** come prepared. This is best done by carefully considering all the comments given on your assignment and then writing out in brief why you disagree. Specific references to your work would be useful. Please keep in mind that your work is evaluated on a number of important issues/factors, including the quality of research; the level, precision, and logic of your argumentation; citations and referencing; and of course grammar, spelling, and syntax. There is no “formula” for marking on these grounds, but rather everything is considered as a whole. Consequently, as brilliant as your research or analysis may be, weak grammar and spelling will adversely affect your overall grade.

4)      You may bring your brief statement or summary to me during office hours to discuss matters. If you wish to pursue an appeal, the assignment goes first to the marker (i.e. a TA if not me). If he or she is persuaded by your case, they can change the grade as they see fit. If he or she is not persuaded by your appeal they will inform me that the grade stands.

5)      In either case, you can then request that I review it. I am happy to do so, but keep in mind one essential condition: **the grade can go up, stay the same, OR GO DOWN** if I mark it. This is designed to prevent those tempted to “grade shop” while simultaneously ensuring that those with legitimate questions or concerns can pursue an appeal.

6)      Please take careful note of my office hours and be sure to present your appeal *before* grades are submitted or as soon after as possible.

7)       There is a formal appeals process beyond this. I will be happy to go over it with you.

Thanks.

AK