



Reassessment Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Reassessment Policy	Upon Institutional Certification	Initial Version

This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Purpose

This policy sets out how a student's work is reassessed (re-marked) at Seaside Coast College. Reassessment is the independent re-marking of a piece of assessed work or of a final course grade. This policy supports the institution's Student Grade Appeal Policy, which may direct that work be reassessed in accordance with this policy. It is established in accordance with the Private Training Act and the Private Training Regulation.

2. Scope

This policy applies to the reassessment of individual assessments and final course grades. Reassessment may occur as part of a formal grade appeal under the Student Grade Appeal Policy, or where the institution otherwise determines on reasonable grounds that a reassessment is warranted to ensure accuracy and fairness.

3. Who Conducts a Reassessment

A reassessment is conducted by a qualified evaluator who was not the original grader of the work. Because the institution's Senior Educational Administrator also serves as the lead instructor, where that person assigned the original grade the reassessment is carried out by the Independent Reviewer, a qualified representative designated by the institution. This ensures the reassessment is impartial and is not a review of a grade by the person who assigned it.

4. Reassessment Process

In conducting a reassessment, the evaluator:

- reviews the original work, the assessment instructions, and the marking criteria or rubric set out in the course outline;
- applies the same criteria and weighting that applied to the assessment when it was first marked;

- may consult the original instructor and the student where additional context is needed; and
- documents the basis for the reassessed grade.

A reassessment evaluates the existing work against the established criteria. It is not an opportunity for the student to submit new or revised work, except where the institution expressly permits resubmission under a separate arrangement.

5. Outcome

A reassessment may result in the grade being raised, confirmed, or lowered. The reassessed grade becomes the grade of record, and the student is provided with a written explanation of the result and the reasons for it. Where the reassessment was conducted as part of a formal grade appeal, the outcome is communicated within the timelines set out in the Student Grade Appeal Policy.

6. Records

Records related to a reassessment — including the original work, the reassessed grade, and the evaluator's reasons — are maintained as part of the institution's student records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

7. Related Policies

This policy operates alongside the institution's Student Grade Appeal Policy, Academic Integrity Policy, Privacy and Records Policy, and Dispute Resolution Policy.

8. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual