



DEPARTMENT OF HISTORY
UNIVERSITY OF TORONTO

TERM WORK APPEALS

If you believe an item of term work has been unfairly marked and you are not satisfied with re-evaluation of the work by the TA and/or course instructor, you may appeal to the History Department for a re-marking of the item if:

- you asked your TA/instructor for a re-evaluation of the work within 30 days of the return of the item
- the item is worth at least 20% of the course mark
- you understand that re-marking may raise or lower the mark.

Appeals must be made in writing to the Associate Chair of the History Department and include:

- a detailed explanation of why you believe the mark is inappropriate
- the original marked piece of work
- the original instructions for the assignment
- a clean copy of the work
- a summary of all previous communication between you and previous markers of the work
- a signed copy of this form.

It is understood that:

- the person who re-grades the assignment remains anonymous
- the student will receive a summary of the rationale for the revised grade
- the material and documentation that accompanies the appeal is not returned to the student and is kept on file in the History Department (you may wish to keep a copy of the original assignment)

If the Associate Chair believes that re-marking is justified, the unmarked copy of your work will be given to an independent reader. The process usually takes 2-4 weeks, *depending on the reader's availability* (it may take longer over the summer when many faculty members are away).

Signature

Date

Student Number

e-mail