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| **E&E Education Centre** |  | **ID-4546** |
| Name of Institution |  | Institution Number |
| **Grade Appeal** |  | **Sept 7, 2021** |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

1. The process by which a student may appeal a grade received in a course at E&E Education Centre is as follows:
* If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, they should discuss with their instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
* If the student is not satisfied with the outcome of their appeal to the instructor, they should submit a written appeal to the Senior Educational Administrator.
* The Senior Educational Administrator will obtain a copy of the assignment/test in question from the instructor and will have another instructor conduct a review.
* If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
* Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once their review is complete, the grade will be considered final and cannot be appealed.
* The decisions on the grade appeal will be provided to students within thirty (30) school days of E&E Education Centre’s receipt of the written complaint