

Guidelines for the implementation of additional assessment in case of significant grade deviation in complaints:

Established by the Education Committee on November 28, 2018, with reference to the University and University College Act § 5-3 (6). Effective from November 29, 2018.

- 1 The faculty/department identifies any grade discrepancies of two or more upon receipt of the complaint grade. A joint letter shall be immediately sent to the regular and complaint assessors, informing them of the process, with the documentation of the case attached.
- 2 The external complaint assessor is responsible for conducting the additional assessment and shall return the agreed/ final grade to the faculty/department within the specified deadline. In cases of disagreement, the majority will determine the grade. In cases of equal voting between the assessors, the external complaint assessor shall have the deciding vote. If it turns out that the assessors cannot meet the grading deadline, feedback shall be provided to the faculty/department.

3.1 Final grade not submitted within the grading deadline:

The faculty must send a temporary response to the student, informing them only of the delay, cf. the Public Administration Act § 11a. The student shall not be informed that there is an additional assessment of the examination at this point.

3.2 Final grade submitted within the grading deadline:

The faculty/department sends the final grade decision to the student as usual but with information that an assessment has been made according to the University and University College Act § 5-3 (6). This decision is final and cannot be appealed.

- 4 The student may withdraw the complaint until the final grade decision is received.
- 5 In cases where the student requests an explanation for the final grade decision, the external complaint assessor shall be contacted.