

CHARM-EU

Phase Assessment Right to Review procedure¹

Context

Any student has the right to a review of their mark as specified in [the CHARM-EU Rules & Regulation regarding Assessment and Progression \(art. 7\)](#). **During the phase**, queries regarding evaluation of individual assignments or group work can be discussed with the assessor or the Module coordinator.

Any student with queries about the outcome or the process of **the phase assessment** is advised to take the following steps before submitting an appeal:

- (i) If the student wishes to seek a review of the Phase assessment result or process, they are asked to send their Phase assessment query to the JVAO by email (CHARM-JVAO@uu.nl) with 'Review Phase assessment' in the subject line .
- (ii) The JVAO will submit the query to the Chair of the Portfolio Assessment Committee (PAC) copying the secretary of the PAC in the communication. The Chair will contact the PAC members to investigate the query.
- (iii) The Chair of the PAC will contact the student(s) with the outcome of this review with written feedback and will meet the student if necessary.
- (iv) If this resolution is still not satisfactory, students can submit a formal appeal through the appeal form to the Appeals Board but must do so within 6 weeks of the publication of the results. **The Appeals Board will consider an appeal regarding the assessment process but not the individual marks.**
- (v) The Appeal procedure opens the possibility of submitting a pro forma appeal within the appeal time frame (refer §. 4.2 [Charm EU Appeals Procedure](#)).

¹ Formerly known as Pre-Appeals procedure.