

DOCTOR OF MEDICINE DISCOVERY REASSESSMENT PROCEDURE



Melbourne
Medical School

OBJECTIVES

This Procedure details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) administers reassessment to students who do not meet a satisfactory standard in a Discovery assessment task, in accordance with [University of Melbourne Assessment and Results Policy \(MPF 1326\)](#).

PROCEDURE

The procedure for reassessment is as follows:

1. Where an assessment task does not reach a satisfactory standard, within ten (10) working days of the unsatisfactory mark, the Discovery Topic Lead will review the task to determine that the marking rubric was appropriately applied, and if so, contact a student advising that they have failed the task at hand and will be offered an additional assessment task with feedback, instructions, and submission deadlines.
2. University staff directly required to facilitate the additional assessment process will be copied into the email. This will usually be the Discovery Coordinator, Student and Programs Coordinator (Discovery) and any additional key stakeholders determined by the Discovery Topic Lead.
3. The student will be required to submit the additional assessment task to their Discovery Topic Lead by the date stipulated in the initial email.
4. The Discovery Topic Lead must notify the original assessor that a student has failed and will be completing additional assessment which will need to be assessed by them. The Discovery Topic Lead must provide the original assessor with the relevant rubric, additional assessment details and any additional key information. If the additional assessment is a presentation, a time will need to be organised by the Discovery Topic Lead where all three parties (student, assessor, and Discovery Topic Lead) are available.
5. Once the additional assessment has been submitted, it will be marked by two assessors (the original assessor and Discovery Topic Lead) who will then agree on a mark to be awarded within five (5) working days. If they cannot agree on a mark, the Discovery Topic Lead will liaise with the Discovery Coordinator who will determine the mark to be awarded and reported to the Board of Examiners.
6. The Discovery Topic Lead will then provide the official outcome to the student within five (5) working days of submission.
7. If the additional assessment does not reach a satisfactory standard, the report will be reviewed by the Board of Examiners (BoE) and the student may be referred to a Course Academic Progress Committee (CAPC) meeting.

APPEALS

If a student does not believe that their assessment has been adequately assessed, they may submit a complaint or grievance as per standard University of Melbourne [Student Complaints and Grievances](#).

OVERVIEW OF REASSESSMENT PROCEDURE

