GRADE APPEAL POLICY & PROCEDURE

1 Introduction
This Policy covers complaints against grades subject to paragraph 4 below.

2 Scope
2.1 This Procedure applies to all students of the Prep Class.

3 Definitions
3.1 Words and phrases in this document shall have the following meanings:

Assistant to the Director: Assistant to the Director of SoFL
Copy Center: Prep Class Copy Center
EFL Instructor: English Language Instructor at the Prep Class
Faculty: Prep Class Faculty
Final: Prep Class Final track examination
Grade Appeal: written grade appeal made in accordance with this Policy
Grade Appeal Form: the form completed by a Student to appeal his/her grade
Mid-term: Prep Class Mid-term examination
Placement FLAT: Prep Class Placement Foreign Language Achievement Test
Policy: this Grade Appeal Policy and Procedure
Prep Class: Yaşar University School of Foreign Languages English Preparatory Class
Proficiency FLAT: Prep Class Proficiency Foreign Language Achievement Test
Quiz: Prep Class quiz
SoFL: School of Foreign Languages
Student: Prep Class student
4 Principles

4.1 Students may appeal Portfolio, Mid-term, Final, Placement and Proficiency FLAT results.

4.2 Students may not appeal quiz results. Quiz papers are made available for students after the results are announced. Students have the opportunity to check how they have been evaluated and may raise questions about possible grading errors with the EFL Instructor concerned. It is at the discretion of the respective EFL Instructor to decide whether there has been any error or miscalculation and how to rectify it.

4.3 For the avoidance of doubt, no exam scripts subject to a Grade Appeal will be re-marked. The calculation of the score will be checked and verified and the grade will only be changed in the event of a calculation error.

4.4 The director of the SoFL is responsible for ensuring that the resolution of any Grade Appeal is consistent, fair, objective and transparent.

5 Procedures

5.1 Any Student wishing to appeal his/her grade under this Policy is required to complete a Grade Appeal Form available in the Student Handbook and the Copy Center.

5.2 In the Grade Appeal Form, students must clearly state which test grade he/she is appealing, including the examination date.

5.3 The Grade Appeal Form shall be submitted to the Assistant to the Director within seven days following the announcement of the grade.

5.4 Upon receipt of a completed Grade Appeal Form, the Assistant to the Director shall circulate it to the Director of SoFL.

5.5 The Director of SoFL shall examine the exam paper(s) in question to check the calculation of the grade and, where appropriate, what grade changes may be necessary. The decision of the Director of SoFL shall be final.

5.6 The outcome shall be documented and a copy shall be given to the Student within five working days after the submission of the Grade Appeal Form.

6 Confidentiality

6.1 All discussions and documents relating to a Grade Appeal and its outcome shall be treated in strict confidence. Any breach of these provisions by any party shall be treated as a disciplinary matter and dealt with accordingly.

7 Approval and review of this policy
7.1 This Grade Appeal Policy and Procedure document has been approved by the Board of SoFL.

7.2 This policy and procedure will be reviewed annually as part of the Prep Class Annual Review.