Master of Arts (Coursework) Dissertation Examination

Optional email template to examiners to negotiate agreement when grades differ

[You may use this template and adapt as necessary, to email the examiners when there is a difference of more than 10%]

**Subject: Examination of [qualification] dissertation “[title]*”* submitted by [student]**

Tēnā koe [examiner]

Thank you for submitting your examination report, recommendation and grade for the above noted Master of Arts dissertation.

Both examination reports have now been received, and there is a significant difference in the marks recommended. You have recommended [enter letter and number grade] and the other examiner has recommended [enter letter and number grade].

In cases such as this, where the difference is significant, we try to resolve the difference through a process of mediation.

Attached are anonymised copies of both reports. Please review them both and *reconsider* your own recommendation in light of the other Examiner's comments.

Following this reconsideration, please respond by e-mail with either

(a) a justification for retaining your original mark and grade, or

(b) a revised mark, along with a brief explanation for the change.

Please be assured that you are under no obligation to change your original position, although it will help us if you provide a justification for your decision

If we are unable to resolve the difference in recommended grades, the dissertation and examination materials will be referred to an external referee for final resolution.

In the meantime, we appreciate your time in reviewing the other examiner's comments and considering whether some movement on your original recommendation would be possible.

Please note, this process is **absolutely confidential and should not be discussed with any other person.**

If you have any questions, please do not hesitate to contact us.

Kind regards,