

Examination Script Inspection and Result, Recheck, and Appeals Procedure		
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Examination Script Inspection and Result, Recheck, and Appeals Procedure

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	01 September 03	Conversion of OP166	Lisa Whelan
02	30 December 2003	Inclusion of reference to Apprentice learners based on FAS/ITAC03 template agreed by ITAC December 2003 incorporating original FAS documents 39a and 39b	Diarmuid O'Callaghan
03	29 May 2007	Editorial amendments to reflect revised administrative practices	AA&SAM
04	13 June 2014	Updated following Exams Review Process recommendations.	AA&SAM

1. Purpose

It is the policy of the Institute to:

- provide arrangements in relation to examination script viewing, examination mark rechecking, reviewing, and appeals concerning examination matters which ensure that they are dealt with fairly, transparently and in a timely way and which may involve, as necessary, wholly independent persons of appropriate knowledge and experience in the process.
- consider all requests in relation to examination matters in accordance with the principles of natural and constitutional justice.

2. Scope

This document relates to all examinations conducted by or on behalf of the Institute of Technology Blanchardstown, and is relevant to all registered students, including apprentice learners, and staff of the Institute.

3. Definitions

- Recheck means the administrative operation of checking and ensuring that all parts of the examination have been properly recorded and that no error occurred in the recording, collating or combining of marks which determined the result. This process is carried out by the internal examiner and Head of School or Department.
- Review means the re-consideration in detail of all or part of the existing examination material where feasible by the internal examiners and if appropriate by external examiner(s) and reconsideration of a full set of results. A review will automatically include a recheck of calculations.
- Appeal means an appeal against the outcome of a recheck or review. An Examination Appeal Board will consider any matter referred to it by the Registrar in relation to any appeal, and an appeal can only be considered after completion of an internal recheck or review.

4. Reference

- Institute Marks and Standards (3AS06)
- Student Appeals Board (3SS09)
- Marks and standards for phase 4 and 6 apprentice trades (3AS20)

5. Overview of procedures

- Students may bring to the attention of the relevant Head of School or Head of Department any issues that they consider should be considered by the Board of Examiners at the formal examination board meeting. This process is initiated by returning form 4FAS01 as described below, as soon as possible, but at the latest within 3 days of completing the examination.
- In the event of a student being dissatisfied with the examination result reported after a formal examination board meeting, they are advised to follow the following procedure. Any requests that deviate from this procedure will not be considered by the Institute.
 - 1) Discuss their dissatisfaction with the relevant lecturer, Head of Department or Head of School.

- 2) If they are not satisfied with the outcome the student may request a viewing of their examination script. This is initiated by completing [form 4FAS02](#) online as described below.
- 3) Following viewing of the examination scripts, if they are not satisfied with the outcome the student may request a recheck/review of the examination script. This is initiated by completing [form 4FAS03](#) online as described below.
- 4) Following communication of the outcome of the recheck/review, if they are not satisfied with the outcome the student may request an appeal of the examination result. This is initiated by returning [form 4FAS04](#) to the Registrar as described below.
- 5) If they are not satisfied with the outcome the student may appeal to the Institute Appeal Board. The outcome of the Institute Appeal Board is final within the Institute.

6. Procedure to be followed to bring information to the attention of the examination board

- Students should make known to their examiners or Head of Department any medical or personal or other circumstances which, to a significant extent, may have adversely affected their performance at examinations and provide evidence thereof as soon as possible, but at the latest within three days of the conclusion of the relevant examination.
- [Form 4FAS01](#) should be completed and returned to the School Office.

7. Procedure to be followed to view examination papers

- Each School/Department shall arrange specific dates, after the publication of examination results on the Institute website, on which students may discuss their examination results with relevant Academic staff. These dates shall be posted with the examination results on the website.
- A request to view papers may be made by completing [form 4FAS02 online](#). This should be completed by the deadline published on the exam results page of the website. Viewing will take place in a designated room on a single day as published on the exam results page of the website.
- Students attending the viewing will be required to produce their student ID card to the officer in charge.
- A Clean Desk Policy is in operation in the viewing room, mobile phones are not permitted.
- Students will not be allowed to remove scripts from the room or take copies.
- No person other than the registered student will be allowed to view scripts even with the student's permission.

8. Application for a recheck/review

Recheck / Review

- The candidate may apply for a recheck/review if they feel there is substantial variation between the reported mark for the final examination and the performance of a candidate in continuous assessment or in other subjects.
- The submission must clearly identify the element or elements of the examination for which the application is being sought. It must also specify the grounds on which the application

is sought and must contain all information, which the candidate requires to have taken into account.

- The grounds for application must be specified under one or more of five headings:
 - (a) The examination regulations of the Institute have not been properly implemented.
 - (b) The regulations do not adequately cover the candidate's case.
 - (c) Compassionate or medical circumstances related to the candidates examination situation which were made known to the Institute by the candidate, in writing to the appropriate school secretary, prior to or during the examination concerned, of which the Board of Examiners was unaware.
 - (d) Significant performance related information, which the appellant believes was not considered by the Board of Examiners.
 - (e) The grade reported was inconsistent with the expectations of the applicant
- A request for a recheck/review must be received by the Registrar, on online [form 4FAS03](#) by the published deadline.
- Applications received after the published deadline will not processed until September.
- The Institute will charge a fee of €25 per module, which must be included in the request for a review/recheck. In the event of a successful review the fee shall be refunded to the student.
- The Registrar shall inform the student in writing of the outcome of the review.

9. Application for an appeal of examination recheck/review

- A request for an appeal of the outcome of a recheck/review must be received by the Registrar, on [form 4FAS04](#), by the date published on the exams page of the ITB website.
- The Institute will charge a fee of €50, which must be included in the request for an appeal. In the event of a successful appeal, the fee shall be refunded to the student.
- A request for an examination appeal must clearly state the grounds on which it is requested.
- The appropriate Head of Department or Head of School will be asked for their opinion on the grounds on which an examination appeal is requested.
- All requests for an examination appeal will be considered by an Examinations Appeal Committee of the Academic Council. A request can be allowed or disallowed. If a request is disallowed, the student must be given a reason.
- An examination's appeal may be granted where there is evidence is provided by the candidate of substantial variation between the result of candidate's performance in the final examination and the result of their performance in other subjects or in continuous assessment. A general request for a review of all subjects will not be granted unless in very exceptional circumstances.

If there is evidence of substantive irregularity in the conduct of the examination.

- An examination appeal committee will be constituted as defined below.
- The examination appeal committee will consider the reports of the relevant review boards and/or the Registrar, and will invite the appellant to make a presentation to the Appeal Board meeting.

- A person of their choice may accompany the appellant to the Examination Appeal Board meeting.

10. Membership of Examinations Appeals Committee

- Registrar(or neutral Head of School/Centre) will act as Chairperson and Convenor
- Four members of the Academic Council and having regard to conflict of interest/previous involvement (if any) with result under review,
- Students' Union President or their nominee.

A quorum shall be four members.

11. Procedure of Examinations Appeals Committee

- Formal processing of appeals will be completed as soon as possible in accordance with the regulations approved by Academic Council.
- The Examinations Appeals Committee shall convene mid-July to consider all appeals received by the published deadline.
- The Examinations Appeals Committee shall consider on the grounds on which an appeal is based, and shall, as appropriate, consult with such persons as it deems necessary. It may require, if deemed appropriate, that the script be re-marked by another examiner. (As this work is generally undertaken during the holiday period, the result may not be available until early September.)
- All decisions of the Examinations Appeals Committee shall be by majority vote. In the event of a tie, the chairperson shall have a casting vote.
- A decision on the mark from an Examinations Appeals Committee is final unless there are extraneous issues relating to the process which can be appealed to the Institute's Appeals Board.
- An examination appeal can result in the marks being changed up or down.
- The fee(s) will be returned to the student if an appeal results in the mark being upgraded.
- The Registrar shall inform the appellant of the outcome of their appeal.

12. Procedure Pending Outcome of Examinations Appeals Committee

Pending the outcome of an examination appeal, students should be advised as follows:

1. An examination appeal may not necessarily be successful.
2. Students should avail themselves of any opportunity to re-present for examination, on the understanding that a re-sitting of an examination would not prejudice their examination appeal in any way.