



St. Patrick's College, Thurles

PROCEDURE FOR RECHECK / APPEAL OF EXAMINATION RESULTS

In accordance with the relevant provisions of the H.E.T.A.C. *Examinations Marks & Standards* students seeking a Review/Appeal or Re-check of their examination performance are advised what to do so strictly in accordance with H.E.T.A.C. guidelines. Failure to follow these guidelines shall nullify any such request for a Review/Appeal or Re-check.

Students who have failed modules are initially advised to make every possible attempt to attend 'Consultation Day'. The date for 'Consultation Day' will be communicated to students in the letter accompanying the summer examination results.

The aim of this consultation is to:

- a) provide an opportunity for candidates to discuss their examination performance in detail with their assessor.
- b) provide an opportunity to explain the basis of the candidate's performance against the assessment criteria.

If, following consultation, the candidate feels that their mark does not fairly reflect their performance they should follow the Recheck/Appeals procedure.

**The Closing date for receipt of Appeals/Rechecks following Autumn Examinations is
Friday 16th September 2011 5.00pm**

RECHECK

A **Recheck** of examination results means the administrative operation of checking the recording and the addition of marks to ensure that there are no errors.

Recheck Procedure:

Students must complete and submit the Recheck/Appeal of Examination Results application form to the Registrar's Office within 5 working days of the date set for an opportunity to review results. A copy of the application form is available on www.stpats.ie. This application form must be accompanied by the appropriate fee. The current fee is €30.00 per module. **Payment may be made**

by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.

In the case of an application for the **recheck** of examination results the student's examination scripts and continuous assessments will be checked to ensure that:

- a) all elements of the examination have been marked.
- b) all marks have been included in the final score.
- c) there are no errors in the addition of marks.
- d) approved assessment weightings have been applied to both continuous assessment and the end of year examination in calculating the overall result.

The re-check will be carried out by the Head of Department in the presence of the Registrar. The original Examiner will not perform the recheck of examination marks. Where it is established that sections of the examination paper have not been marked, the original examiner will be requested to mark these sections. Following this the marks will be re-calculated. The outcome of the recheck will be formally notified to the student by the Registrar. Should the outcome of the recheck require a change in the examination result, the application fee will be refunded and a revised judgement sheet will be issued to the student.

APPEAL OF EXAMINATION RESULTS

An Appeal means the re-consideration in detail, of all or part, of the existing examination material where feasible by the Internal and External Examiners. The grounds for an appeal **must be specified** under one of the following three headings:

- (i) There is evidence of substantive irregularity in the conduct of the examination.
 - i. A complete description of what happened and why the appeal is being made must accompany the appeal application.
- (ii) The marks awarded were incorrect or inappropriate.
 - i. A full and complete description of why you think the marks are incorrect must be included with the appeal application.

- ii. Documentary evidence, that you have already received EITHER informal feedback on your performance from your lecturer OR the results of a formal recheck, must be submitted with your appeal application.
- (iii) Compassionate circumstances related to the candidate's examination situation which the Board of Examiners was not aware of when making its decision. In order to appeal under this heading, the following must be provided:
 - i. A detailed statement of the circumstances, indicating how they impacted on your examination performance
 - ii. Evidence of the steps taken to make the Board of Examiners aware of your circumstances and the response received. If no steps were taken you must explain why this is so.
 - iii. Where the circumstances are medical, appropriate dated medical certification by a Medical Practitioner will be required. It is advised that the Medical Practitioner comments on the impact that the condition might have had on your performance in the examination
 - iv. Any other appropriate dated evidence to support your appeal application.

Appeal Procedure:

Students must complete and submit the Recheck/Appeal of Examination Results Application Form to the Registrar's Office within 5 working days of the date for the opportunity to review examination results. A copy of the application form is available on www.stpats.ie. This Application Form must be accompanied by the appropriate fee. The current fee is €75.00 per module. **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.** Incomplete application forms will be returned to the student for completion. The application process will not proceed until the application form is complete and all the relevant documentation has been submitted.

An appeal application will automatically include a recheck of results.

Students must specify the grounds on which an appeal is sought and must submit all the information, which the student requires to have taken into account in the appeal. Letters of certification of circumstances must be included with the application (e.g. medical certificates, death notices etc.)

Following receipt of the Recheck/Appeal application form the Registrar will forward a copy to the Head of Department. The Registrar and Head of Department will gather all the relevant assessment material, the marks awarded and any communication between the External Examiner and the Department in relation to that script. All relevant material will be forwarded to the External Examiner or the appropriate Committee for review. The Registrar shall communicate the outcome of the appeal to the Student and the Head of the Department.

In the event that an examination mark is changed following an appeal the application fee will be refunded and an amended judgement sheet will be issued to the student.

Students are advised that:

- a) Pending the outcome of an appeal students should avail of the opportunity to sit repeat examinations if they have failed the module. Sitting repeat examinations will not affect their appeal in any way.
- b) The outcome of the appeal may not be successful.
- c) Marks may be revised downwards as well as upwards.
- d) The conferring of a degree may be deferred, pending the final outcome of an appeal.
- e) Copies of all material submitted in support of an appeal application, including, medical evidence, etc. will be forwarded to all those involved in assessing the application.

Marks and Standards

An up to date version of the HETAC Marks and Standards is available in the College Library. Students are advised to familiarise themselves with these regulations.