



St. Patrick's College, Thurles

PROCEDURE FOR RECHECK / APPEAL OF EXAMINATION RESULTS

Each year a morning is set aside to allow students an opportunity to review their examination results. This is normally scheduled one week after the publication of the results. Students are advised to avail of this opportunity to view their examination scripts and discuss their results with Academic Staff prior to lodging an application for a recheck or appeal. Students are required to attend in person on the day set aside for the review of examination results.

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 original Examiner will not perform the recheck of examination marks. The outcome of the recheck will be formally notified to the Registrar who will in turn inform the student. Should the outcome of the recheck require a change in the examination result the application fee will be refunded to the student and a revised judgement sheet will be issued.

APPEAL

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) The examination regulations of St. Patrick's College have not been properly implemented. (e.g. perceived defect in the administration of the examination process; any verifiable defect or inequity in the assessment of the prescribed curriculum in accordance with the criteria approved and ratified by the College.)
- (ii) The regulations do not adequately cover the student's case.
- (iii) Compassionate circumstances related to the candidate's examination situation were made known to the college by the candidate prior to or during the course of the examination concerned of which the Board of Examiners were aware.

With regard to (iii) above the student must outline in their application what steps were taken to make the College aware of their circumstances and the response received. If no steps were taken the student must explain why this is so.

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 Stream Leader. The Registrar and Stream Leader 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 for review. Following the External Examiner's review the Registrar shall communicate the outcome to the Student and the Stream Leader.

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.
- f) They should familiarise themselves with H.E.T.A.C. Marks and Standards. A copy of which is available in the College Library.