



## DCU EXAMINATION APPEALS BOARD

### EXAMINATION APPEALS PROCEDURE

Version	
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## 1. Context

- 1.1. An appeal is the procedure whereby a student may request a review of a decision by a Progression and Award Board relating to their academic progress or award, in accordance with specified grounds.
- 1.2. A student may appeal against a decision of a Progression & Award Board on the following grounds only:
  - (a) His/her performance in the assessment was adversely affected by illness or other factors, which he/she was unable or, for valid reasons, unwilling to divulge before the Progression & Award Board reached its decision.
  - (b) The Progression & Award Board did not give sufficient weight to any extenuating circumstances<sup>1</sup> previously notified to the Registry prior to the holding of the meeting of the Progression & Award Board.
  - (c) The examinations were not conducted in accordance with the current regulations as approved by Academic Council.
  - (d) There was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to his/her result.
- 1.3. There is no right of appeal against decisions of a Progression & Award Board which are matters of academic judgement. Disagreement with the academic judgement of a Progression & Award Board in assessing any information relating to a candidate's performance does not in itself constitute grounds for an appeal.
- 1.4. In exceptional circumstances, students may appeal a provisional<sup>2</sup> examination result that has not been formally approved by the relevant Progression and Award Board, namely, where students have failed the module concerned and the resit opportunity takes place before the examination result is formally approved by a Progression and Award Board.
  - 1.4.1. Where a student appeals a provisional result under such circumstances, the same ground(s) for appeal may not be used if a subsequent appeal is made in respect of the same module(s) following the Progression and Award Board.

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<sup>1</sup> Extenuating circumstances are interpreted as unforeseen circumstances, outside the control of the student, that are accepted by the Progression and Award Board as having temporarily prevented the student from submitting their work for assessment, undertaking an assessment, or from performing in an assessment at the level that might reasonably have been expected of them.

<sup>2</sup> Where examination results have been approved by a Programme Board Examination Review Committee or equivalent but have not been formally approved by a Progression and Award Board.

## 2. Lodging an Appeal

- 2.1. A student who opts to exercise his/her right to appeal the decision of a Progression and Award Board must present such an appeal on the Examinations Appeal Form (R-31) with supporting documentation to the Secretary of the Examination Appeals Board within a specified number of days<sup>3</sup>.
- 2.2. Appeals submitted after the closing date for lodging appeals (as published on the University's Academic Calendar) will not be considered.
- 2.3. A student lodging an appeal is required to submit the requisite fee<sup>4</sup> with the application<sup>5</sup>. This fee is non-refundable except in the case of a student whose appeal is deemed by the Examination Appeals Board to be successful.
- 2.4. In the case of an appeal made on the basis of extenuating circumstances, the student is required to complete and submit, with the appeal, the most recently published version of Form R-30. This form must be accompanied by relevant and date specific supporting documentation.
  - 2.4.1. Details of appropriate types of documentation are outlined in Section B of Form R 30.
  - 2.4.2. Students must ensure that such documentation provides sufficient detail/information for the Examinations Appeals Board to assess the impact of the condition(s) cited.
  - 2.4.3. It is not sufficient to provide contact details for professionals who may provide such information/details on request.
- 2.5. Twelve full, collated and stapled copies of all appeal documentation (i.e. appeal form, student's statement in support of the appeal, R-30 form, other relevant documentary evidence and a full set of examination results for all years) should be submitted
- 2.6. Where an appeal is made on the grounds of extenuating circumstances which were not brought to the attention of the Progression and Award Board, the student is required to demonstrate the circumstances that prevented the relevant factors being disclosed at the appropriate time.
- 2.7. The appeal form should be completed as follows:
  - 2.7.1. All sections of the form should be completed, legibly in block capitals.
  - 2.7.2. Personal details should be provided in Section 1.
  - 2.7.3. Details of the degree programme and the modules being appealed should be included in Section 2.

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<sup>3</sup> Currently 10 days from the promulgation of examination results online

<sup>4</sup> Currently €100. This is a flat fee and it covers multiple modules.

<sup>5</sup> Fee may be submitted by postal order, bank draft or cheque made payable to DCU, or by credit card or debit card at room D106, Bea Orpen Building, DCU Glasnevin Campus, Dublin 9. Cash cannot be accepted.

- 2.7.4. The grounds on which the student is appealing should be identified in Section 3. There are no grounds for appeal other than those listed in Section 1.2 of this document.
  - 2.7.5. Section 4 indicates the information which should be provided in the Personal Statement in Support of Appeal. Further details of this are listed in Section 2.8 below.
  - 2.7.6. Any documentary evidence included with the appeal should be listed in Section 5
  - 2.7.7. Section 6 contains a checklist to assist in ensuring the appeal is complete. Incomplete appeals are invalid and will be rejected.
  - 2.7.8. When an appeal is successfully submitted you will receive a confirmation email to your DCU email account to acknowledge its receipt. (You must use your DCU email account to submit). The email provides a copy of your submission. Should you not receive this email, then your appeal **has not been** successfully submitted. I acknowledge that, even if I have paid the appeal fee, if I do not receive a receipt of submission of my online appeal form to my DCU email account, then my appeal has not been successfully submitted and therefore cannot be considered by the Examination Appeals Board. (Should you not receive an email receipt, please contact [academicsecretariat@dcu.ie](mailto:academicsecretariat@dcu.ie), in advance of the closing date for lodging appeals).
  - 2.7.9. The appeal form should be signed and dated by the student at section 7. Forms may not be signed by third parties. Forms which have not been signed or have been signed by a third party will normally be considered invalid.
- 2.8. The Personal Statement in Support of Appeal should be concise, signed and preferably typed.
- 2.8.1. It may include the action which the student would like the Examination Appeals Board to take.
  - 2.8.2. If a student is appealing on the grounds of previously undisclosed extenuating circumstances, [ground (a)], it should include a valid reason why the student was unable or unwilling to notify the Progression and Award Board at the appropriate time.
  - 2.8.3. If a student is appealing on the grounds that the examinations were not conducted in accordance with current regulations or that there was a material administrative error or irregularity in assessment procedures [grounds (c) or (d),] the error or irregularity should be stated in the personal statement.
- 2.9. The Examination Appeals Board does not make an independent academic judgement of the quality of a student's work. Students are therefore requested not to include any assessment materials (such as dissertations, essays, computer codes or reports) with their appeal submissions as they will not be considered.
- 2.10. Progression to the next year of study for the purposes of attending academic exercises is permitted in respect of a student who has lodged an appeal against the decisions of the Progression and Award Board in the resit examinations held in Autumn of each academic year. However, such attendance must cease immediately upon notification of an unsuccessful outcome of the appeal or an upheld decision which does not permit progression by the following year. There may be circumstances where such attendance is not possible e.g. placements

2.10.1 Appellants are advised to postpone registering until completion of the Appeals Board process. Upon receipt of the decision, students should visit the Registry Office immediately to complete registration. The late registration fee will be waived upon presentation of the letter/decision of the Appeals Board.

### **3. Procedures following receipt of an Appeal**

- 3.1. The procedures relating to preparation for and conduct of the Examination Appeals Board meetings and notification of the decisions of the Board are outlined in the *Terms of Reference, Composition and Standing Orders of the Examination Appeals Board*.
- 3.2. The Examination Appeals Board shall in all cases consider the reasons for any failure by students to have brought extenuating circumstances to the attention of the Progression and Award Board prior to that Board reaching its decision. Where the Appeals Board considers that the extenuating circumstances should have been so notified, such a failure shall be a relevant consideration justifying the rejection of the appeal.
- 3.3. If the appeal is judged to be successful, the Examination Appeals Board will determine an appropriate course of action.
- 3.4. The decision of the Examination Appeals Board is communicated in writing within approximately one week from the date of the meeting of the board.
- 3.5. In the case of a successful appeal, the appeal fee shall be fully refunded and an amended statement of results will be issued shortly afterwards.
- 3.6. As outlined in the *Terms of Reference, Composition and Standing Orders of the Examination Appeals Board*, decisions of the Examination Appeals Board are final and binding. Further representations made to any member of staff of the University will not be entertained.