



DCU EXAMINATION APPEALS BOARD

MODULE ASSESSMENT REVIEW PROCEDURE

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1. Context

- 1.1. The following procedures arise from the decision of Academic Council on 7 December 2016 to implement an Assessment Review Procedure, on a pilot basis for 2 years, commencing with the academic year 2017/18¹.
- 1.2. An Assessment Review is a reconsideration of an element of assessment by an independent assessor in instances where a student makes a coherent academic argument that the grade awarded is incorrect.
- 1.3. Due to their nature, there may be modules or part of modules where an assessment review is not possible, e.g. placements, presentations.
- 1.4. Students must have reviewed their examination script or assessment and/or discussed their performance with the relevant examiner/module coordinator prior to submitting an assessment review application.
- 1.5. An assessment review application must be **specific as to the parts** of the assessment which the student claims was marked incorrectly and include a coherent academic argument as to why the student believes the grade awarded is incorrect. Drafting this will take time and effort.
- 1.6. The review is limited to this part of the assessment which the student claims has been marked incorrectly.
- 1.7. The following review applications will not be processed
 - Applications where the student has not viewed their assessment/script or
 - Applications which do not outline the exact points with which the student disagrees or
 - Applications where there has been a failure to identify the specific part of the assessment which is believed to have been marked incorrectly
 - Applications where a coherent academic argument as to why the grade awarded is incorrect is not provided.
- 1.8. A review will not be undertaken for reasons such as the following
 - Disappointment with the grade awarded
 - Assertions that the grade does not reflect the work effort
 - Results are borderline for a higher degree classification
- 1.9. An application for an assessment review can only be made against a grade which has been approved by a Progression and Award Board. An application for review cannot be made against a provisional result.

¹ Available for academic sessions commencing September 2017

2. Lodging an Assessment Review Request

- 2.1. Completed Assessment Review Forms must be submitted to the Secretary of the Examination Appeals Board within a specified number of days².
- 2.2. Review requests submitted after the closing date for lodging requests will not be considered.
- 2.3. When a module assessment review request 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 module assessment review request 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 module assessment review 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, in advance of the closing date for lodging appeals).
- 2.4. A student requesting an assessment review will be required to submit the requested fee³ with the application⁴. This fee is non-refundable except in the case of a student where the process results in a change to the previously published module result.
- 2.5. In instances where the student claims significant errors have been made in the grading of more than one module, a separate application must be completed for each module⁵.
- 2.6. Due to the nature of the process, it is highly unlikely that a final decision will be received within the examination appeals process timeframe. Hence, students are advised to prepare for and avail of any resit opportunities pending the outcome of the review.
- 2.7. Decisions from the assessment review process are final and binding.

3. Procedures following receipt of Review Request

- 3.1. Completed applications are reviewed by a subcommittee of the Examination Appeals Board to adjudicate as to whether it is a valid request e.g. whether the student has provided a coherent academic argument as to why the mark awarded is incorrect.

² This period is the same as that applicable for the submission of an appeal, currently 10 days from the date of promulgation of the results online for which the recheck is requested.

³ The requisite fee is the same as that for an appeal, currently €100.

⁴ Fee may be submitted by postal order, bank draft or cheque made payable to DCU, or by credit or debit card at room D106, Bea Orpen Building, DCU Campus, Dublin 9. Cash cannot be accepted.

⁵ The requisite fee is payable per application

- 3.2. Applications which are found to be invalid are returned to the student with a confirmation that the grade as awarded stands.
- 3.3. Valid applications for review of **assessments**, excluding dissertations, are forwarded to the school responsible for the module for review.
- 3.3.1. Head of School or nominee is asked to confirm if the assessment has already been subjected to double marking by either
- Another internal examiner or
 - The module external examiner. The external examiner must have reviewed that applicant's particular assessment. It is not sufficient that they reviewed a sample of assessments which may or may not have contained the applicant's assessment.
- 3.3.2. Where the assessment has already been double marked, the school confirms this to the Secretary of the Examination Appeals Board who notifies the student that the grade as awarded stands.
- 3.3.3. Where the assessment has not already been subject to double marking, the Head of School or nominee arranges for the relevant portion of the assessment to be reviewed by an independent person.
- Where possible this review will be conducted by a member of staff.
 - Where there is no member of staff with the expertise in the relevant area, the opinion of the external examiner must be sought.
- 3.3.4. The result of the review is notified to the Secretary of the Examination Appeals Board who advises students and relevant staff, in writing, of the decision.
- 3.4. Valid applications for review of **dissertations** are forwarded to the school responsible for the programme for review.
- 3.4.1. Head of School or nominee is asked to confirm if the applicant's dissertation has already been reviewed by the external examiner.
- 3.4.2. Where the dissertation has been reviewed by the external examiner, school confirms this to the Secretary of the Examinations Appeal Board who notifies the applicant that the grade as awarded stands.
- 3.4.3. Where the dissertation has not been reviewed by the external examiner, the Head of School or nominee arranges for the relevant portion to be reviewed by an independent person.
- Where possible this review will be conducted by a member of staff.
 - Where there is no member of staff with the expertise in the relevant area, the opinion of an external examiner must be sought.
- 3.4.4. The result of the review is notified to the Secretary of the Examinations Appeal Board who
- Notifies the applicant of the outcome
 - Notifies Registry as to any change to the grade awarded.

- 3.5. The outcome of the review process can result in no change, an increase or a decrease to the grade already notified to the student. In situations where students have availed of a resit opportunity pending receipt of the outcome of their review request for a failed module, section 7.1.4 of Marks and Standards will apply i.e. the revised first attempt mark will be included in calculating the precision mark.

- 3.6. The relevant Head of School or nominee should ensure that the review takes place in as timely a manner as possible. It is recognised that the appropriate persons may not be available to conduct the review within the timeframes which apply to the university's examinations appeals process. Hence, students are advised to prepare for and avail of any resit opportunities pending the outcome of the review.

A summary of the outcomes of review applications is included in the annual report of the Examination Appeals Board to Academic Council