



DCU EXAMINATION APPEALS BOARD

MODULE ASSESSMENT REVIEW PROCEDURE

| Version | Date |
|---------------|---------------|
| First Edition | February 2018 |
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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.
- 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 and will be deemed invalid
 - Applications where the student has not viewed their assessment/script
 - Applications which do not outline the exact points with which the student disagrees
 - 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. Review applications that are valid but where no further assessment review will be undertaken are as follows
 - Where an assessment has been the subject of double-marking or specific review by the external examiner, as confirmed by the Head of School, then the assessment will not be forwarded for review (please see paragraph 3.3 of this document). Appellants are advised to discuss this issue with the module co-ordinator in advance of submission of the review request.
 - Where a dissertation has been subject to review by the external examiner, as confirmed by the Head of School, then the dissertation will not be forwarded for review (please see paragraph 3.4 of this document). Appellants are advised to discuss this issue with the supervisor/module co-ordinator in advance of submission of the review request.

- 1.9 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
- 1.10 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.

2 Lodging an Assessment Review Request

- 2.1. The Module Assessment Review Form (R51) must be submitted online at: <https://www.dcu.ie/ovpaa/appeals> within a specified number of days¹.
- 2.2. Module assessment review requests submitted after the closing date for lodging requests will not be considered.
- 2.3 When a module assessment review is successfully submitted the student will receive a confirmation email to their DCU email account to acknowledge its receipt. (Students must use their DCU email account to submit). The acknowledgement email includes a copy of the appeal submission. Should the student not receive this email, then the module assessment review form **has not been** successfully submitted, even if the payment has been acknowledged. (Should you not receive an email receipt, it is important that you 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 requisite fee² online with the application. 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 module³.
- 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.

¹ 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 module assessment recheck is requested.

² The requisite fee is the same as that for an appeal, currently €100.

³ The requisite fee is payable per application

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.
- 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. The 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 by email 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, by email, 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. The 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, the school confirms this to the Secretary of the Examinations Appeal Board who notifies the student 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 student of the outcome by email.
 - 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