



## **DCU EXAMINATION APPEALS BOARD**

### **MODULE ASSESSMENT REVIEW PROCEDURE**

Version	Date
First Edition	February 2018
Revision 1	June 2020

## 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 2017/18<sup>1</sup>. Academic Council approved the continuation of this procedure at its meeting of 4 December 2019.
- 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

---

<sup>1</sup> Available for academic sessions commencing September 2017

- 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.

## 2. Lodging an Assessment Review Request

- 2.1. Completed Assessment Review Forms must be submitted online at <https://www.dcu.ie/ovpaa/Appeals.shtml> within a specified number of days<sup>2</sup>.
- 2.2. Review requests submitted after the closing date for lodging requests will not be considered.
- 2.3. A student requesting an assessment review will be required to submit the requested fee<sup>3</sup> with the application<sup>4</sup>. 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 and can be submitted at <https://dcu.sybarnetsps.ie/dcupayments/dcu>.
- 2.4. 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 module<sup>5</sup>.
- 2.5. 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.
- 2.6. 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.
- 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

---

<sup>2</sup> 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.

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

<sup>4</sup> The fee should be submitted online at the web-link provided above and on the submission form.

<sup>5</sup> The requisite fee is payable per application

- 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 Recording Secretary of the Examination Appeals Board and the students and relevant staff are advised, 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 Recording Secretary of the Examinations Appeal Board and the applicant is notified 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 Recording Secretary of the Examinations Appeal Board and
- The applicant is notified of the outcome
  - Registry is notified 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