



DCU Examination Appeals Board

Advice for Students

Frequently Asked Questions

There are a number of options available to students whose examination results do not meet their expectations.

1. They may view their script and discuss their performance with the module co-ordinator/lecturer during the University's published consultation days
2. They have the right to appeal the decisions of a Progression and Award Board
3. They may apply in certain circumstances to have a section of their assessment reviewed by an independent assessor
4. They may apply in certain circumstances to have the recording and collation of marks which determined a module result rechecked.

The purpose of this document is to provide advice on which procedure is available in which circumstances and outline where information on each procedure is to be found .

Before lodging an appeal, applying for an assessment review or applying for a recheck you should read the relevant procedure documents carefully. These documents are available on the Examination Appeals section of the website.

1. Consultation days

1.1. What are consultation days?

Consultation days are dates when module co-ordinators and lecturers are available to meet with students to discuss their performance in recent assessments.

1.2. When are consultation days?

Consultation days take place shortly after the publication of examination results. The specific dates are published annually in the Academic Calendar.

1.3. Who can avail of consultation days?

All students can avail of consultation days.

1.4. I am not available to attend consultation days; is there any alternative?

Depending on the reason why you cannot attend, you may be eligible to apply for a recheck. Details are outlined in the Module Recheck Procedure document, available on the Examination Appeals section of the website.

1.5. I am not available to attend consultation days; can someone else view my script for me?

No, consultation days are designed as meetings between students and their module coordinators and lecturers.

1.6. I have not been able to contact my lecturer during consultation days, what should I do?

All staff must either be available themselves or have made arrangements for a colleague to be available to discuss your exam performance. If you have been unable to contact your lecturer you should contact the school office to enquire what arrangements are in place.

2. Appeals

2.1. Where can I find details of the appeals process?

Full details of the process are outlined in the Appeals Procedure document available on the Examination Appeals section of the website.

2.2. What are the grounds for appeal?

The 4 grounds for appeal are outlined in the Appeals Procedure document available on the Examination Appeals section of the website. You should ensure that you have valid ground(s) for appeal before you submit your form and fee.

2.3. The 4 grounds outlined in the Appeals Procedure document do not apply to me. Can I still appeal my results?

No, the only grounds for appeal are the four which are laid out in the Appeals Procedure document.

2.4. Can I appeal more than one module?

Yes if the grounds you are appealing under apply to more than one module, you may appeal which ever modules are covered by those grounds. Similarly, if different grounds apply to different modules you may appeal which ever modules are covered by those grounds.

2.5. Can I appeal provisional results?

You can only appeal a provisional result if you have failed the module and the resit for the module takes place before the results are approved by a Progression and Award Board. Typically resits for undergraduate programmes take place after results have been approved by Progression and Award Boards. Typically postgraduate programme Progression and Award Boards take place after submission of the research element and after the resits take place.

2.6. When can I appeal Semester One results?

Semester one results are usually provisional and not approved by the relevant Progression and Award Board until after semester two. Hence, the appropriate time to appeal semester one results is normally after the results have been approved at the end of semester two.

Postgraduate students should refer to question 2.5. Depending on circumstances they may appeal semester one results at the end of semester 2 or in the autumn.

2.7. What documentation must be submitted when making an appeal?

Full details of the documentation required are outlined in the Appeals Procedure document. You must complete an R-31 form which should be accompanied by relevant documentary evidence.

Twelve full collated and stapled copies of all your appeal documentation (the appeal form, statement in support of your appeal, other relevant documentary evidence and a full set of examination results) must be supplied i.e. a full set of documents for each member of the Examinations Appeal Board.

2.8. What examination results must I submit with my appeal and where can I get these from?

You must submit a complete statement of examination results including past years so that the Board can review past performance. It is acceptable to download and print examination results from the screen where you access them. You can also print past examination results from Student Apps. by clicking on the “Digitry” button.

If the appeal relates to a Professional Practice/School Placement module on the BECE, BEd, PME, SE or BRel Ed programmes your Professional Practice/School Placement reports must also be submitted.

Students appealing results from the BRel Ed programme must provide the School Placement Profile, both TSOI’s, the e-file and reflective statements from the METIS system.

2.9. What is the deadline for submitting an appeal?

Appeals should be submitted to the Secretary of the Appeals Board (in the Office of the Vice-President Academic Affairs) within 10 days of the date of the promulgation of the decision appealed against, i.e. the date on which results are posted on the student portal pages, and in accordance with the dates published on the University’s Academic Calendar.

2.10. I have missed the deadline for submission of my appeal. Can I make a late submission?

Appeal submissions received after the deadline are invalid and will be rejected.

2.11. Can I submit my appeal online?

No, completed appeal forms (R-31) must be submitted in hard copy as they must be accompanied by original copies of relevant documentary evidence.

2.12. Can someone else appeal on my behalf?

The appeal form and Statement in Support of your Appeal must be signed and dated by you and not by any third-party as otherwise the appeal will ordinarily be deemed to be invalid. Students who are considering lodging an appeal and are out of the country during the period leading up to the closing date for lodging appeals should take care to ensure that they can comply with this important aspect of their submission and that their appeal is received by the Secretary of the Appeals Board by the due date.

2.13. Is there any record of previous decisions made by the Examination Appeal Board?

The Examination Appeals Board maintains an Index of Precedents which is a collection of anonymised cases which convey how the Board responded to evidence provided in an instance that might have more general relevance to future boards and their findings. This index is available on the Examination Appeals section of the website.

2.14. I am appealing a module from the autumn resits in which I received a fail result. Can I attend lectures pending the outcome of the appeal?

You may attend campus based academic exercises for the next year of study pending the receipt of the outcome of your appeal. Such attendance must cease immediately upon notification that you are not permitted to proceed to the next year of study.

2.15. I am appealing a module from the autumn resits in which I received a fail result. Can I commence my placement pending the outcome of the appeal?

It is unlikely you will be able to commence a placement prior to receipt of the outcome of your appeal. You will need to contact your Programme Board Chair to clarify this.

2.16. If I am dissatisfied with the outcome of my appeal can I apply for a rehearing of the appeal?

No, the decisions of the Examination Appeal Board are final and binding.

3. Assessment Review

3.1. What is an Assessment Review and where can I find details of how to apply?

Full details of the process are outlined in the Assessment Review Procedure document available on the Examination Appeals section of the website.

3.2. Can I apply for an Assessment Review for any module?

Due to their nature, there may be modules or parts of modules where an Assessment Review is not possible e.g. placements, presentations.

3.3. Can I apply for an assessment review if I have not viewed my script?

No. You must have viewed your script in order to identify the exact points with which you disagree.

3.4. Can I apply to have my full script/assessment regraded?

To apply for an assessment review you must be able to identify where you believe the assessment has been marked incorrectly and make a coherent academic argument as to why the grade awarded is incorrect. It is highly unlikely that this will be possible for the full script/assessment.

3.5. My assignment was a group project; can the group apply for an Assessment Review?

If the usual criteria for lodging an assessment review are met, the application may be made by the group.

3.6. When will I hear whether any change has been made to the grade awarded?

Due to the nature of an assessment review, there is no predetermined date by which you will hear the outcome of the review.

If you have failed the module for which you have applied for a review, you are strongly advised to prepare for and avail of any resit opportunity.

3.7. Can my grade be decreased?

The assessment review process can result in no change, an increase or a decrease to the grade already notified to you.

3.8. If I take the resit exam pending the outcome of an Assessment Review, will the resit result be included in computing my overall classification?

In line with Marks and Standards, the mark awarded for the first attempt of any module is included in arriving at your overall classification for the year. Hence, the mark achieved in the resit exam will have no impact on your overall classification regardless of the outcome of the review. On completion of the Assessment Review, the final mark awarded for your first attempt at the module, whether it was unchanged, increased or decreased by the review will be used to calculate your final classification.

3.9. How will I know whether another examiner has already viewed my script?

You should ask your lecturer whether your assessment has already been reviewed by another examiner during your meeting during consultation days.

4. Rechecks

4.1. Who can request a recheck?

A recheck of a module is only open to students who were unable to avail of the relevant consultation days, following the promulgation of results, for the following reasons:

Certified illness

Being abroad during the examination consultation days

4.2. I did not avail of consultation days at the end of semester one and I am not available at the end of semester two. Can I apply for a recheck of a semester one module?

No, if you were available but choose not to avail of the Semester One consultation days you may not apply for a recheck of semester one modules at the end of semester two.

4.3. Can I request a recheck of more than one module?

Yes, providing the criteria are met, you may apply for a recheck for more than one module. A separate form must be completed for each recheck.

4.4. I am requesting a recheck of more than one module, what fee is payable?

You must pay an administration fee of €20 for each module for which you request a recheck.

5. General

5.1. Can I avail of more than one of the options outlined?

All students may avail of consultation days. Depending on your circumstances you may also be eligible to engage with one or more of the other three processes. The attached flowchart will help you decide whether you are eligible for any of the other three processes.

5.2. If I lodge an appeal and apply for an assessment review for the same module, what fee is payable?

You must pay both the appeal fee and the assessment review fee as outlined in the relevant procedure documents.

5.3. Who can I talk to about my options?

Advice on your appeal, assessment review and recheck options may be obtained from the: Secretary to the Examination Appeals Board in Academic Affairs; Students' Union Vice President for Education and Placement; Students' Union Vice President for Academic Affairs or the Student Advice Centre.

