Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

DCU EXAMINATION APPEALS BOARD

MODULE RECHECK PROCEDURE

Version	
First Edition	February 2018
Revision 1	June 2020
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Revision 3	March 2026

1. Context

1.1. A recheck is the administrative process whereby it is confirmed that:

- All elements submitted for assessment were considered and assessed
- The calculation of the marks awarded was correct
- No errors or omissions occurred in the recording, collating or combining of marks
- The correct summary mark was presented to the Progression and Award Board.

1.2. A recheck does not involve the regrading of exam scripts or continuous assessment.

1.3. 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 period (either semester)

1.4. A recheck can generally only be requested following confirmation of marks by a Progression and Award Board. This will usually be after the summer and autumn diets of examinations.

1.5. In exceptional circumstances, students may request a recheck of a provisional[1] 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. Where students request a recheck under such circumstances, a further recheck cannot be requested following the Progression and Awards Board

2. Lodging a Recheck Request

2.1. Completed Module Recheck forms must be submitted online at https://www.dcu.ie/ovpaa/Appeals.shtml.

2.2. Completed Module Recheck Forms must be submitted within a specified number of days[2]. This period is the same as that applicable for the submission of appeals, currently 10 days from the date of promulgation of the results on-line for which the re-check is requested. Closing dates by which appeals must be lodged following each exam diet are set out in the University's Academic Calendar. The precise time by which appeals must be submitted is published on the Examination Appeals webpage.

2.3. Recheck requests submitted after the closing date for lodging requests will not be considered.

[1] 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] This period is the same as that applicable for the submission of appeals, currently 10 days from the date of promulgation of the results on-line for which the recheck is requested

2.4. Module Recheck Request Forms must be accompanied by evidence of the basis upon which a request is being requested.

2.5. An administration[3] fee will be payable in respect of each module for which a recheck is sought. This administration fee is non-refundable except in the case of a student where an error is discovered when conducting the recheck. The administration fee should be paid at **https://dcu.sybernetsps.ie/dcupayments/dcu .**

3. Procedures on receipt of Recheck Request

3.1. Completed forms will be distributed by Academic Affairs to the relevant schools.

3.2. It is recognised that examination script and continuous assessment storage arrangements vary across schools and faculties. Similarly, the arrangements in place to facilitate the recheck process may vary across schools.

3.3. The Head of School[4] or nominee will ensure that

3.3.1. The recheck is undertaken

3.3.2. The outcome is submitted to Academic Affairs as per the date specified in the email from the OVPAA Administrator. This deadline is necessary to ensure that the Examination Appeals Board members get the information in time for the meeting.[5]

3.3.3. Where the recheck gives rise to a change in grade, the post PAB amendment procedure must be followed. Direct contact must be made with the Student Awards Manager to initiate this procedure

3.3.4. As assessment storage arrangements vary across schools and faculties, each school should make their own arrangements as to who will conduct the recheck.

3.4. The administrator in Academic Affairs will

3.4.1. Notify students where a recheck will not be undertaken as the request was not accompanied by relevant documentation

3.4.2. Notify the Examination Appeals Board of any changes affecting students who have also submitted an appeal.

3.4.3. Notify the student of the outcome of the recheck following the Examination Appeals Board meeting. Note that should we experience a high volume of appeals/module rechecks/assessment reviews, the outcome of your submission may be delayed.

[3] Currently €20 per module

[4] Reflecting "ownership" of modules which resides with the schools responsible for their delivery

[5] The candidate may have simultaneously submitted an appeal request and hence it is essential that the outcome of the recheck process is known to the Examination Appeals Board.