INFORMATION FOR CANDIDATES FOR ASSESSMENT
IN RELATION TO:

PERSONAL CIRCUMSTANCES,
VIEWING OF ASSESSMENTS/EXAMINATION SCRIPTS, AND
RECHECKS/ REMARKS/APPEALS OF EXAMINATION RESULTS

The General Assessment Regulations operating in the current academic year are those adopted by the Academic Council in March 2018, and approved by the Governing Body in April 2018. Reference is made in the Student Handbook to the DIT website where students can access the Regulations (http://www.dit.ie/qualityassuranceandacademicprogrammeregisters/student-assessment-regulations/general/)

The Institute’s General Assessment Regulations outline the procedures whereby a candidate may:

- Bring any Personal Circumstances to the attention of the Assessment Board
- Seek a recheck of examination results
- Seek a remark of examination results
- Appeal the decision of the Assessment Board

Candidates should be aware that these are four separate procedures. In order to exercise their rights, a candidate must complete the relevant form for submission to the Examinations Office.

**Viewing of Assessments/Examination Scripts**
Candidates who wish to discuss their examination performance in any assessment [see section 14.1 of Regulations] should contact the School. Each semester Examination Offices publish a calendar of dates for the publication of results and Schools publish dates for the viewing of examination scripts. Viewing of examination scripts and provision of feedback shall normally be scheduled within four days of the publication of results. The Internal Examiner/Head of School/Assistant Head of School or nominee shall produce the assessed work and demonstrate to the candidate, through the marking scheme, the basis on which the marks were awarded. In the event of the Internal Examiner being unavailable, the nominee of the Head of School shall undertake this role.

**Personal Circumstances**
If due to personal or other difficulties, a candidate feels that their performance in an assessment was adversely affected they may wish to bring this to the attention of the Assessment Board. A *Personal Circumstances Form* (Form P/C 1 - available from the Examinations Office and online at the above URL) supported by independent authoritative evidence must be completed and returned to the Examinations Office. It is the candidate’s responsibility to provide such evidence.
In the case of continuous assessment, the deadline for submitting a Personal Circumstances form is normally the same as the scheduled hand-in date for the assignment. In the case of examinations, the completed form should be submitted not later than two days after the last examination taken.

An unsuccessful outcome arising from this process may not be used as grounds for appeal.

Recheck of Examination Results
A recheck is where a candidate suspects there has been an error in the determination of their result. Candidates wishing to request a recheck should do so on the form A/R 1 which may be obtained from the Examinations Office and online at the above URL. Such forms must be submitted within three working days of the date scheduled for the viewing of the examination script together with a fee of €15 per subject/module. In the event that a re-check application is successful the fee will be refunded.

The recheck process shall be carried out under the direction of the Head of School, and shall normally involve establishing that all attempted parts of each question were marked, and that no computational error occurred during the marking process or the recording of the marks. It shall also involve establishing that all answers, part-answers and/or other assessment materials have been assessed. An unsuccessful outcome arising from this process may not be used as grounds for appeal.

Re-mark of Examination Results
Candidates wishing to request a re-mark should do so on the form A/R 2 which may be obtained from the Examinations Office and online at the above URL. Such forms must be submitted within five working days of the date scheduled for the viewing of the examination script or within two working days of the submission of the recheck application form together with a fee €60 per subject/module. In the event that a re-mark application is successful the fee will be refunded.

The Head of School or nominee will make the necessary arrangement for the re-mark, where deemed necessary.

Appeals
An appeal against the decision of a Progression and Award Board must be submitted together with a fee of €75 on the form A/A 1 which may be obtained from the Examinations Office and at the above URL. Such forms must be submitted within seven working days of the viewing of examination scripts.

Students are encouraged to contact the relevant Head of School or nominee to inform them of their intention to submit an appeal (Prior to Lodging an Appeal).

The grounds for appeal are stated on the form and appellants must clearly identify the grounds on which they are appealing. If a candidate wishes to query a particular mark without having specific grounds for appeal they should complete the form for a recheck or remark of examination results [see above].
An Appeals Eligibility Sub-Group shall decide if there are valid grounds for appeal under the Regulations and, where it is considered that these grounds exist, a recommendation to an Appeals Board shall be made. The Appeals Eligibility Sub-Group comprises the Chairperson, Vice-Chairpersons of the Appeals Panel and the Academic Registrar or nominee; a quorum shall be three of the above. If it is considered there are no valid grounds for appeal this shall be communicated to the Appellant by the Quality Assurance and Academic Programme Records Office within seven working days of the decision being taken.

The fee of €75 shall be refunded if the appeal is upheld or if the appeal is withdrawn because the grounds for appeal have been resolved through other DIT processes, such as the informal discussion with the Head of School (14.4.3.1), the recheck (14.2) or the re-mark (14.3) processes.

Should you have any queries regarding the above please contact:

Quality Assurance and Academic Programme Records Office
Dublin Institute of Technology
Aungier Street
Dublin 2

Tel. 01 402 7174