



ICHAS

Section 7 – Teaching, Learning & Assessment

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| Subject: | Policy on Recheck and Review of Assessment Decisions | | |
| Applicable QQI Core Standard | Assessment of Learners | | |
| Date Approved by Board of Directors: | | | July 2019 |
| Policy Version | 1/2019 | Date due for Revision | February 2024 |

CONTEXT

Within the context of assessments, QQI distinguishes between a Recheck and a Review which are specific to assessment decisions as set out in Section 4.10.3 of Assessment and Standards (QQI, 2013) as follows:

- Re-check means the administrative operation of checking (again) the recording and combination of component scores for a module and/or stage.
- Review means the re-consideration of the assessment decision, either by the original assessor or by other competent persons. Learners are required to state the grounds for the requested review. The grounds for review will normally be that the learner suspects that the assessment was erroneous in some respect.

This is distinguished from an Appeal by QQI, which considers an appeal to be a learner’s “request to a higher authority for the alteration of the decision or judgement of a lower one” (QQI, 2013).

For the purposes of clarity, the College has developed a distinctive policy and related Procedures associated with Appeals for all types of appeal of any decision-making authority in the College. The Policy on Appeal therefore extends beyond assessment applying to all areas of decision making within the College.

Students may appeal a Review via the Policy on Appeals. Because Recheck is an “administrative operation” it is not an appealable procedure. Students who apply for a recheck may however simultaneously or subsequently apply for a review.

Review

A learner may seek a review of a decision. It is important to note that the key distinguishing feature of a Review, is that it is not a “request to a higher authority for the alteration of the decision or judgement of a lower one” but rather a formal request to the decision maker/decision making body, to review that decision, i.e., to reconsider the formal decision in light of concerns expressed under one or more of the following grounds:

- The College did not follow an established procedure in the making of a decision.
- There were circumstances or information of which the original decision maker or decision-making body were not aware when its decision was taken.
- There was a valid, substantiated reason why those circumstances or information was not made available to the decision maker/decision making body by the student in advance of, or at the time of, the original decision being made.
- There was substantive bias by one or more of the decision-makers in arriving at a decision.

POLICY STATEMENT

The College recognised the right of students to query assessment decisions through three formal mechanisms which are Recheck, Review and Appeals. This policy outlines this right in two forms - **Re-check and Review**. In order to ensure fairness and consistency, grade recheck and review will be formulated and conducted in a reliable transparent, valid and accurate way. Students should also be made aware that the outcome of either process may result in marks or grades being increased, decreased or upheld and that detailed information is available on the process and potential outcomes of that process.

Grade recheck and review is linked to a specified timeframe of 5 working days after the student is notified of results through the LMS to ensure the integrity of the scheduling of the broader assessment process and the appropriate QQI grant of awards schedule. The relevant external examiner will be notified and consulted where necessary if any change in classification arises from a review or re-check. Re-checks will be managed directly by the responsible academic unit.

SCOPE

| Applies To | Staff | Students | Both | |
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| Responsible for Implementation | Registrar | | | |
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| Responsible for Monitoring & Review | Vice President (Corporate Affairs) | Vice President (Academic Affairs) | Registrar | Quality Assurance & Enhancement Officer |
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DEFINITIONS

Grade Recheck

Grade Recheck means the “administrative operation of checking (again) the recording and combination of component scores for a module and/or stage” (QQI, 2013).

Grade Review means the re-consideration by the examiners of all or part of the existing examination/assessment material, together with a re-consideration by the Board of Examiners of a full set of results. Similarly, review in this context is defined “the re-consideration of the assessment decision, either by the original assessor or by other competent persons” (QQI, 2013).

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Assessment and Standards (QQI, Revised 2013)
- QQI (Revised, 2013) Quality Assuring Assessment Guidelines for Providers
- Common Awards System Restatement of Policy and Guidelines (2014)
- Green Paper on Assessment of Learners and Learning (Draft 2018)
- European Standards & Guidelines for Quality Assurance in the European Higher Education Area (ENQA, 2015)
- Effective Practice Guideline for External Examining (QQI, 2015)
- HET Core Validation Policy and Criteria (2013)
- The International Center for Academic Integrity (2012). The Fundamental Values of Academic Integrity (2nd Edition)
- European Network for Academic Integrity (2018) Glossary for Academic Integrity Report
- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act).

Linked Policies or Procedures

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| Linked Policies | Policy on Assessment of Learners Policy on Appeals |
| Linked Procedures | Procedures associated with Assessment of Learners Procedures associated with Appeals Procedures associated with Grade Recheck and Review |