



ICHAS

Section 7 – Policies and Procedures on Teaching, Learning & Assessment

Subject: Procedures associated with Grade Recheck and Review of Assessment Decisions

Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Assessment of Learners		

INTRODUCTION

Grade Review means the re-consideration by the reviewers of all or part of the existing examination/assessment material. Review in this context is defined as “the re-consideration of the assessment decision, either by the original assessor or by other competent persons” (QQI, 2013). A Grade Review can be requested in circumstances where a student believes the assessment was erroneous in some respect.

Grade Recheck means the “administrative operation of checking (again) the recording and combination of component scores for a module and/or stage” (QQI, 2013). Rechecking is therefore an administrative operation of checking the recording and the calculation of marks for the assessment. Rechecking procedures ensure that the feedback and results published by the College is free of arithmetical or other administrative errors of fact.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Learner	Requests recheck or review
Registrar	Oversees administrative process of recheck Participates in the Review process as per the details below Informs the student on receipt of the review outcome.
Grade Review Committee	To carry out the Grade Review as per the TOR’s of the Grade Review Committee.

PROCEDURES

A valid recheck or review requires submission to the Registrar's Office by a student of:

- A completed Grade Recheck Form or Grade Review Form
- Evidential support for the Review which addresses the Review criteria
- Payment of the relevant fee.
- Recheck or Review forms must be submitted within 5 working days of the notification of the decision by the decision maker/decision-making body.
- Late declarations of Review or Recheck will only be considered where evidence (e.g. medical or professional certification) is produced that circumstances or valid reasons prevented the learner from filing a review or recheck within the stated timeframe.
- Once the appropriate form is submitted through the programme co-ordinator, the registrar screens the submission to ensure it meets the stated criteria.

In the case of a Recheck:

- An arithmetical calculation of the assessment result is conducted by the Registrar
- The outcome is communicated to the student.
- When a change to a mark or grade occurs, the Registrar will inform the Director of Studies and the appropriate alteration to the broadsheet is made.
- If the student is not satisfied with the outcome the right to appeal does not apply however they may opt at this point to seek a review of the grade.

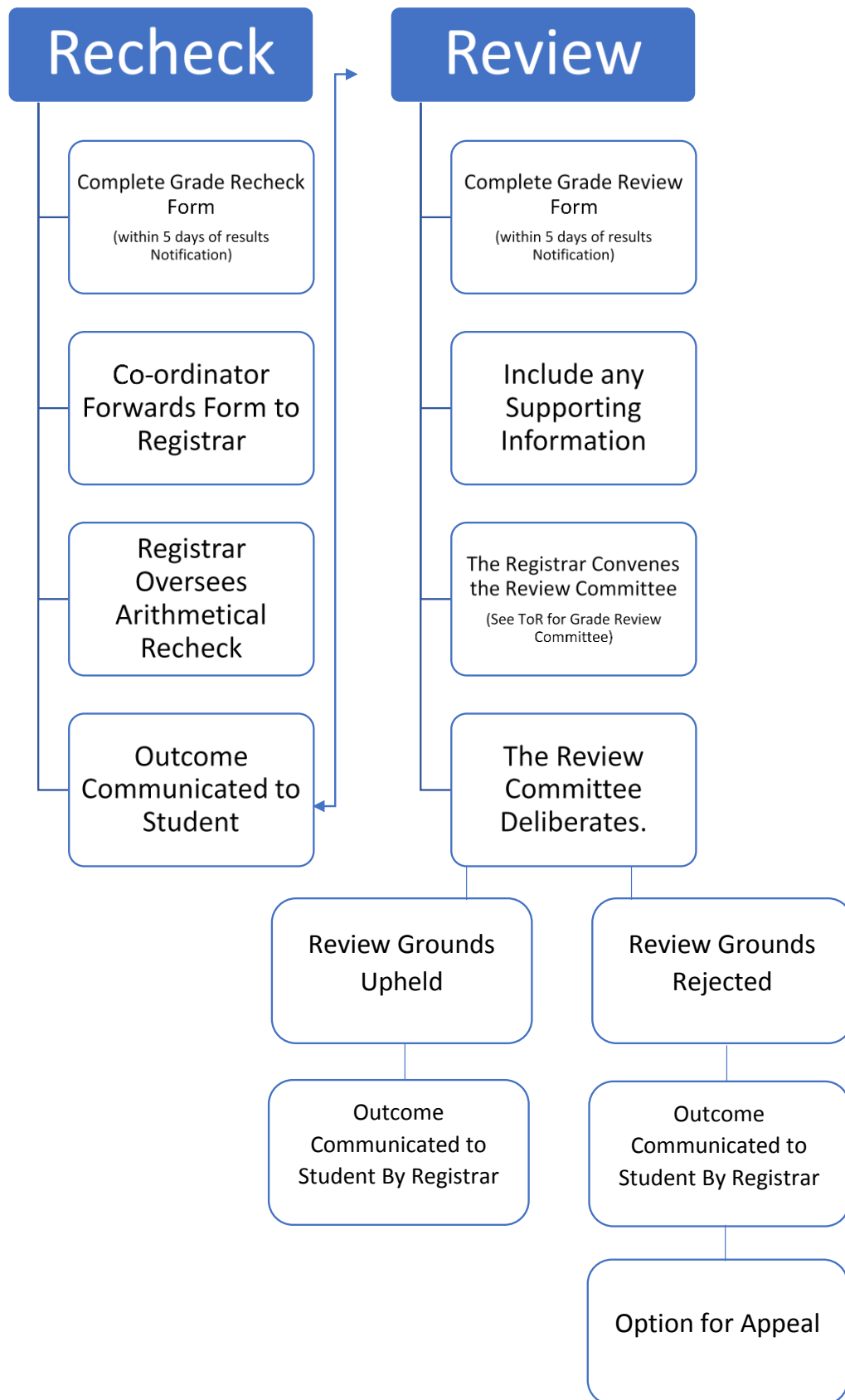
In the case of a Review:

- The request must be made on the Grade Review Form and contain a detailed submission identifying the element or elements of the examination for which the review is being sought.
- A charge of €25 per module reviewed is payable with the form which is refundable if the grade is changed as a result of the review.
- The Registrar convenes the Review Committee
- The review is conducted under the Terms of Reference for the Review Committee which is set out in Section 2.
- The Review committee is required to complete this Grade Review within 5 working days.
- The review Committee is a subcommittee of Academic Council and will be invested with the authority to alter grades/ marks based on the evidence presented.
- There are two possible outcomes to the review process. These are
 - Grounds of Review Upheld

- Grounds of Review Rejected
- The decision is forwarded to the Registrar who informs the student on receipt of the review outcome.
- If the student wishes to appeal this decision, the Policy on Appeal applies
The Board of Examiners is informed of this decision at the following sitting.

GRAPHICAL PRESENTATION OF THE PROCEDURES

The following Chart outlines the options available in relation to Recheck & Review.



Linked Policies or Procedures

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

