

# Discussion of Examination Scripts (or Equivalent with Assessors) Procedure

## Section 1 - Introduction

### Purpose and Parent Policy

(1) This procedure details the means through which a student can discuss their examination scripts (or equivalent in other forms of formal examination) with their Assessor under the [Assessment, Grading and Certification Policy](#). This procedure applies to all summative formal examinations (i.e. written, oral or practical).

### Responsibilities

#### Student Responsibilities

(2) The student is responsible for requesting a discussion of their script in writing.

#### Staff Responsibilities

(3) The Programme Team are responsible for arranging the discussion of a script.

#### Faculty Responsibilities

(4) The Head of School/Programme Director or nominee from the Faculty of the programme is ultimately responsible for the implementation of the procedure.

(5) The relevant Assessor, or their nominee (where they are unavailable), is responsible for supervising the discussion of the script.

## Section 2 - Procedure

### Part A - Procedure for the Discussion of Examination scripts (or Equivalent) with Assessors

#### Submitting a Request for Discussion with an Examiner

(6) The student submits the request in writing to the Programme Team.

(7) The request must be submitted within five days of the release of the provisional assessment result to the student.

(8) The Programme Team notifies the Assessor and the Head of School/Programme Director of the request.

#### Arranging a Discussion Meeting

(9) The Programme Team member liaises with the Assessor (or their nominee) and the student to arrange a meeting.

(10) The meeting is a face-to-face meeting in Hibernia College.

(11) The meeting takes place as soon as is practical and within 10 working days of the receipt of the request.

### **Conducting the Discussion Meeting**

(12) The College provides:

- a. A quiet private space for the student and Examiner to meet
- b. A note-taker who creates and circulates a written note of the meeting to include any outcomes, actions or points for further clarification

(13) The student may not bring any recording equipment into the meeting or take any materials or notes out of the meeting.

(14) The Examiner leads the meeting. The meeting begins and ends at the discretion of the Examiner.

(15) The College record of the meeting is the definitive record.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	2nd November 2020
<b>Review Date</b>	2nd November 2023
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	23rd September 2020
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Procedure"** - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.