



**OFFICE OF THE REGISTRAR**  
**RECHECK/REVIEW OF PROVISIONAL EXAMINATION RESULTS**

Students who wish to request a recheck/review of the results of **Autumn Examinations 2016/2017** should submit Form E1, in accordance with the provisions of Section 2.7 of the Institute Rights and Responsibilities below, to the Examinations Office, IT Tralee not later than:

**2.00pm on Monday 18 September 2017**

**Request for recheck/review will only be considered when submitted on Form E1 accompanied by the appropriate fee.**

**2.7 | RECHECK OR REVIEW OF PROVISIONAL EXAMINATION RESULT(S)**

**2.7.1 | Request for Recheck and/or Review**

A candidate may request a recheck or review of provisional examination results issued by the Board of Examiners. However, examination results, which have been deliberated upon by the Examination and Assessment Review Committee (EARC) or Examination Assessment Appeals Committee (EAAC), may not be the subject of a review or recheck. A candidate may request a recheck or review of marks for one or more examination modules in accordance with the procedures in this section.

A request for a recheck or review must be received by the Examinations Officer, on the Examination Recheck/Review Request Form E1, signed by the candidate, by the date specified by the Examinations Office. Details/deadlines are available on Blackboard at <https://online.ittralee.ie/> or on the homepage of <https://ssb.ancheim.ie/ittralee/>. It shall be the responsibility of the student to ascertain his/her result.

A request for a recheck must be accompanied by the appropriate fee (per module). A request for a review must be accompanied by the appropriate fee (per module) (See RR.B.5 for fee applicable). In the event of a revision of a mark/grade and/or overall result as a result of a recheck or review, the appropriate fee will be refunded.

**2.7.2 | Recheck and Review**

- A recheck consists of a check of the recording and compilation of marks.
- A review consists of a re-consideration of the decision by the Examination Board in view of additional information provided by the candidate.
- A recheck or review may cause a mark/grade and/or overall result to be increased, decreased or remain unchanged.

**2.7.3 | Grounds for Re-Check**

A recheck will be carried out where the provisions of RR.B. 2.7.1 above have been complied with.

**2.7.4 | Grounds for Review**

The completed Examination Recheck/Review Request Form E1 must clearly identify the student's t-number, programme of study and module title for which a review is sought, specify the grounds for which the review is sought, and must contain all the information which the candidate requires to be taken into account in the review.

The grounds for review must be specified under one or more of the following headings, which in the opinion of the candidate, is valid:

- a. Where the candidate claims the examination regulations or procedures of the Institute have not been properly implemented or
- b. There is a significant variation between the candidate's performance in the written examination compared to
  - his/her continuous assessment in the specified module and/or
  - his/her performance in other modules in that examination session  
(normally, this would be not less than 20% of the maximum marks or the equivalent alphabetical grade) or
- c. Compassionate circumstances related to the candidate's examination situation of which the Board of Examiners were unaware  
(Ref RR.B.2.4.7)

Where a request for a review is not granted, a recheck of the relevant module(s) will be carried out if requested by the candidate, where the provisions of RR.B.2.7.1 have been complied with.

If during the formal examination period a candidate deems that his/her performance, in the formal written end of semester/end of year examinations, organised by the Examinations Officer, has been effected due to extenuating circumstances e.g. illness, then the candidate must submit in writing and using the appropriate form, to the Examinations Officer, the circumstances in relation to same, within three working days of their final written examinations.

Please note that reviews will only be considered where the EARC is satisfied that the nature of the compassionate circumstances is such that it was reasonable for the student not to have notified the relevant Examination Board.

#### **2.7.5 | The Examinations and Assessments Review Committee**

The Examinations and Assessments Review Committee may, having considered the issues, decide to:

- Reject the request for a review, or
- Uphold the request for review and carry out the review.

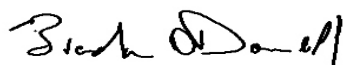
The Examinations and Assessments Review Committee shall decide, having considered the evidence presented to it, the outcome of the review.

The candidate shall be notified of the outcome of the review.

#### **2.7.6 | Status of Results**

Normally, reviews/rechecks will be decided upon by the Examinations and Assessments Review Committee prior to the adoption of results by the Academic Council of the Institute.

If, as a result of a review/recheck, an amendment is recommended by the Examinations and Assessments Review Committee to the provisional examination results, such amended results will be submitted to Academic Council for endorsement. Where a decision of an Examinations and Assessments Review Committee is such that a final result for the candidate will not be available by the date of adoption of results by the Institute, the provisional results will be issued to the candidate and will be submitted to the next scheduled meeting of the Academic Council for endorsement.



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**Dr Brendan O'Donnell**  
**Vice-President, Academic Affairs and Registrar**