

Procedures for the consideration of appeals by students relating to the Results of Module Assessments/
Traditional Examination¹

IOB assessment appeals committee (aac)

1. The IoB-UCD Programme Board shall appoint an **IoB Assessment Appeals Committee (AAC)**.
 - a. Membership shall be determined by the Registrar and Dean and approved by the IoB-UCD programme Board.
 - b. The term of office of members of the Committee shall be three years but members are eligible for re-appointment.
 - c. If a member becomes a registered student of IoB, s/he will resign from the Committee. When the individual ceases to be an IoB student and appeals (if any) relates to his/her course of study have been determined s/he should be eligible for appointment to the committee.
2. The **IoB Registrar** shall chair the Assessment Appeals Committee (AAC).
3. Four members of the committee shall constitute a quorum at a meeting to consider an appeal by a student in relation to the result of a module. In the absence of the Chair those members of the committee present at a meeting shall select one of their number to chair the meeting.
4. A member of IoB Registry shall fulfil the role of *Assessment Appeals Officer (AAO)*. S/he shall not be a member of the Assessment Appeals Committee, but shall act as secretary to the committee

Appeals against an assessment grade

5. Students may appeal to the AAC against the result of any assessment of their work. Such an appeal may only be made after the result of the module has been approved at a meeting of the relevant **Programme Examination Board**. A student who wishes to appeal the result of a module shall lodge the appeal, in the prescribed format (see guidelines – posted on iob.ie/exams) with the IoB Assessment Appeals Officer.
6. The AAC will normally consider an appeal only when it has been lodged with the *IoB Assessment Appeals Officer* within **twenty days** of the date when the result² of the module was made available to the student. Only in rare and exceptional circumstances, the Assessment Appeals Committee may, at its absolute discretion, decide to consider an appeal at any time.

Grounds for appeal

7. The only grounds on which the AAC will consider an appeal are as follows:
 - **Irregularity:** There is evidence of substantive irregularity in the conduct of the assessment process.
 - **Extenuating Circumstances:**
 - There were extenuating circumstances of which the Dean was aware but had rejected because the application was late and the Dean did not consider the reason as to why the application was late to be valid.
 - The *Programme Examination Board* did not appreciate the seriousness of the extenuating circumstances.

Appeals process

8. No appeal will be processed if the student does not meet any of the above grounds or if the appeal is incomplete. The *Assessment Appeals Officer* will return all such appeal applications to the student and will specify the reasons as to why the appeal could not be processed. The student can resubmit the appeal once all issues have been addressed.
9. After an appeal has been processed the *Assessment Appeals Officer* will write to the student, acknowledging receipt of the appeal and advising the student:
 - That the appeal may not be successful
 - That all correspondence and queries in relation to the appeal are to be directed to the Assessment Appeals Officer
 - That, pending a decision on the appeal by the AAC, the student should, where possible, represent for assessment, on the understanding that a re-sitting of an assessment will not prejudice the decision of the AAC
 - That the conferring of a degree or other award may be deferred, pending the decision of the AAC.
10. On receipt of an appeal in relation to a module result, the *Assessment Appeals Officer* shall send a copy of the appeal to the Dean. The Dean will seek a response from the respective subject leader/module co-ordinator in relation to the appeal within **30 days**. The response should be given in writing, and address all pertinent issues raised by the student. All relevant evidence should be provided to support the response.
11. The AAC will require evidence of any medical or other circumstance which may have adversely affected the student's performance at the assessment. Where evidence is submitted, such as a medical certificate from a registered medical practitioner, only *original copies* will be acceptable. If it is discovered that an appellant has submitted fraudulent documentation with their appeal, the appeals process will immediately cease and the appellant will be referred to the Registrar for disciplinary action.
12. The AAC will consider each appeal on the grounds on which it is based, in accordance with the principles of natural justice. To assist it in coming to a decision, the committee may consult the inter examiner(s) and the extern examiner(s) or other appropriate persons.
13. The AAC will decide on an appeal, where necessary, by a simple majority vote of the members present and voting. The Chair (or member chairing the meeting) will have a casting and deliberative vote.
14. Where the AAC decides to amend a module result, Registry will be so informed and will amend the record of the module result.
15. The *Assessment Appeals Officer* will inform the appellant in writing of the decision of the Assessment Appeals Committee.
16. A student appealing the results of a module will pay a fee. This fee will be refunded where the appeal is successful.

Other Duties:

17. The Assessment Appeals Office will prepare a report on the work of the officer for the IoB-UCD Programme Board at least once during the Academic Year.
18. The level of fee that may be charged to students who make an appeal relating to the result of a module and the circumstances in which this fee will be refunded will be approved by the IOB-UCD Programme Board.