

Guide to Examinations and Assessment for Staff and Students

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Introduction

Under the Universities Act, 1997, Academic Council controls all matters relating to the academic affairs of the university, including: the conduct of examinations; the determination of examination results; the procedure for appeals by students relating to the results of examinations; and academic progression. At UCC, Academic Board, under delegated authority from Academic Council, approves the assessment regulations and examination procedures periodically.

This document provides the regulations and procedures for examinations and assessments in taught programmes and guidelines to their implementation, in addition to the Regulations for Appeal for taught programmes and postgraduate research programmes. The information in this guide takes precedence in the case of any inadvertent conflict with other institutional documentation of lower standing.

The Examinations Function for Taught Programmes at UCC is under the remit of the Student Records and Examinations Office (SREO). THE SREO supports the entirety of the student lifecycle, from primary registration, through progression, to graduation at undergraduate and postgraduate level. The SREO provides a student-centric service, ensuring the integrity of the examination process and the accurate, secure maintenance of the perpetual student record.

The Examinations Function for Postgraduate Research Degrees at UCC is under the remit of the Graduate Studies Office (GSO). The GSO manages registration (with the exception of non- EU students which is under the remit of the International Office) and maintenance of the student record, through to submission of theses and the examinations process to graduation. *Regulations for Higher Degrees by Research* are set out separately for the degree of:

- **Masters:**
- ***Doctoratus Philosophiae* (PhD):**
- ***Gradum Doctoratus* (Practitioner Doctorate):**
- ***Doctoratus in Medicina* (MD):**

The relevant policies can be found at:

<https://www.ucc.ie/en/academicgov/policies/gs-policies/#examination-policies-and-related-documents>.

Examinations take many forms, including formal examinations; supplemental examinations; essays; and continuous assessment (e.g. in-class tests, laboratory work, project work, oral examinations, *viva voce*, aural examinations, field work reports, MCQs, theses and tutorial performance) among others.

The Deputy President and Registrar, under the direction of Academic Council, is responsible for the conduct of all examinations. The conduct and management of undergraduate examinations is laid out in *Principal Statute G.2.b. Conduct of examinations available at <https://www.ucc.ie/en/ocla/statutes/statutes/>*

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1. Examiners

1.1. Internal Examiners

1.1.1. Internal Examiners consist of all permanent or full-time academic staff. Additionally, in the College of Medicine and Health, Medical Clinical Examiners with the title of part-time Lecturer, are also routinely approved as Internal Examiners by College Council.

1.1.2. Internal Examiners are eligible to attend and vote at Examination Boards of which they are members and in accordance with regulations governing membership of Examination Boards (See: 14.3).

1.2. Assistant Examiners

1.2.1. Assistant Examiners are those who participate in the examining process in addition to those named in Section 1.1.1.

1.2.2. Assistant Examiners, on the recommendation of the relevant Head of School/Department, are appointed annually by the College.

1.2.3. Each academic year, each College invites Heads of Schools/Departments to nominate Assistant Examiners, citing their relevant academic and professional experience and specific examination area, for approval by Academic Board. Only approved Assistant Examiners may undertake the marking of assessments.

1.2.4. In the case of ACE, Assistant Examiners are nominated on an annual basis for approval by Academic Board.

1.3. Payments to Internal Examiners (Lecturers) and Assistant Examiners

1.3.1. Payment for examining is made to full time Lecturers and Assistant Examiners after each examination session. Claim forms, completed by the Lecturer/Assistant Examiner, are available from School/Department offices.

1.3.2. In line with current University Policy, it is the responsibility of each Head of School/Department to validate and process the claims made by Examiners within their own Academic Unit (<https://www.ucc.ie/en/academicsecretariat/externs/>). Completed claim forms are returned directly to the Payroll Office.

1.4. External Examiners (Undergraduate and Taught Postgraduate Programmes/Subjects)

1.4.1. The role of the External Examiner is to assure academic standards and advise on the quality of teaching, learning and assessment. They are formally appointed by the Senate of the National University of Ireland, following consideration of the recommendations of the University.

1.4.2. An External Examiner's academic and professional qualifications should be appropriate to the subject area being examined. External Examiners are expected to have high academic standing and expertise, with the experience to adjudicate on comparability of standards.

There must be no conflicts of interest, whether personal, professional or commercial, that would undermine, or be seen to undermine, the independence of the proposed External Examiner and the execution of their role. Former UCC students and staff members can only be appointed as an External Examiner after a period of not less than ten years has passed since leaving the institution.

1.4.3. External Examiners are appointed for a maximum of three academic years. Only in exceptional circumstances may that term be extended for an additional year. External Examiners should not be re-appointed to any programme within the same academic unit within at least five years.

1.4.4. Over-reliance of a discipline on single institutions over a period of time should be avoided when nominating External Examiners.

1.4.5. If the proposed External Examiner is retired, there should be evidence of continuing achievement in the academic area in question.

1.4.6. Should an External Examiner not be in a position to fulfil their full term, the process for replacing External Examiners follows the normal appointment process.

1.4.7. Established practice recommends that External Examiners should come from leading international universities, but they can be appointed from other constituent universities or recognised colleges of the NUI.

1.4.8. A nomination form for the appointment of an External Examiner is submitted by a Head of School/ Department following internal consultation with Academic Leadership and with counterparts in the other constituent universities, where appropriate. The Head of School/Department or nominee will forward the completed nomination form electronically to the Academic Secretariat who in turn will forward the nominations to the Academic Council External Examiner Sub Committee (EESC) for approval. The NUI appoints the External Examiner based on EESC recommendations. Nomination forms are available at: <http://www.ucc.ie/en/academicsecretariat/externs/>

The closing date for the nomination of new External Examiners is **10 working days from the first day of Semester 1**. That date may be varied in the event of resignations/terminations or other exceptional events.

1.4.9. Full detail on the roles and duties of the External Examiner are outlined in the Guidelines for External Examiners: <http://www.ucc.ie/en/academicsecretariat/externs/>

1.4.10. All examination papers, for both core discipline and non-core discipline modules established specifically for an interdisciplinary programme, must be approved by the Programme External Examiner, with the exception of language modules where the Programme External Examiner is not proficient in the language.

1.4.11. In cases where 50% or more of a module marks are composed of continuous assessment, then an outline of the assessment(s) set should be sent in advance to the External Examiner.

1.4.12. On appointment, the External Examiner is briefed, in writing, by the Head of School/Department or Programme Director. External Examiners must be provided with:

- Full information on the programmes and modules under examination, including

assessment strategies and methods, in addition to the methods of mark aggregation, averaging or profiling across individual assessment components to generate an overall result.

- Copies of any relevant policies, assessment procedures and guidelines.
- A sufficient sample (see: 12.3) of graded assessments to confirm standards and to make any relevant recommendations on learning outcomes, assessment and grading practices. In addition, all student work that contributes to the overall final assessment shall be available, on request, to External Examiners.
- A detailed breakdown of marks for each module and, where appropriate, information on the distribution of grades for courses or modules.

1.4.13. External Examiners are members of Internal/Pre-Examination Boards and are expected to attend the relevant School/Department Examination committee meetings (see Section 14: The Constitution and Conduct of Examination Boards). They are expected to attend the Programme Inter-Departmental Examination Board meeting and the relevant University Examination Board meeting, if possible. Representatives of professional accreditation bodies may attend relevant Examination Board meetings where this is a stated accreditation requirement.

1.4.14. The views of a programme External Examiner take precedence over those of disciplinary External Examiners in relation to interdisciplinary programmes.

1.4.15. External Examiners must attend at least one year of their initial 3-terms (or 4-year term if extension is granted). Attendance will normally be during the first year with subsequent visits to be decided with the academic unit.

External examiners have the option to visit the university every year (with the agreement of the hosting Academic Unit); this may of relevance for academic units with many/large in-person examinations, programmes/modules which have a strong emphasis on continuous assessment or practical elements such as labs, etc.

In the case of **remote external examining**, the following will apply:

- External examining will be facilitated through videoconferencing and/or through delivery of sample papers to the External Examiner in digital or physical format. Schools or Departments may, in some cases, arrange for videoconferencing between External Examiners and students. Programme Coordinators should confirm with their External Examiner which format they wish to use, considering efficiency of operations and the maintenance of academic standards. Secure transfer of information is paramount.
- Payments for External Examiners will be processed as usual on receipt of the Examiner Report. Please note, while External Examiners will not be incurring any expenses, External Examiners *must still* complete the [Fee & Expenses Claim Form](#) and submit the same to the relevant Head of Department for approval and processing. Any expenses related fields can be left blank.

1.4.16. External Examiners are required to provide an annual report to the University on assessment standards and procedures, together with any observations on necessary improvements. These form part of the programme for annual monitoring and are forwarded to the relevant College Teaching and Learning Committee/or equivalent with a view to those Committees identifying issues of generic interest to the College's academic units.

1.4.17. Academic units detail their response to External Examiner comments (<https://uccireland.sharepoint.com/sites/ExternalExaminers-TaughtProgrammes> UCC staff access only). Both reports are forwarded to the relevant Colleges for information and comment and are reviewed by the External Examiner Sub-Committee as part of its annual report

1.4.18. Where an External Examiner has significant concerns about the academic programme(s) or procedures, they may provide a confidential report to the Deputy President and Registrar.

1.4.19. Payment to External Examiners is made by the relevant School/Department in accordance with University procedures. Payment is made in the form of a fee per day for examination services, together with a subsistence fee and travelling expenses. Information regarding fee claims and expenses are available at:
<http://www.ucc.ie/en/academicsecretariat/externs>

1.5. Special External Examiners for dissertations in Postgraduate Taught

1.5.1. Where the Programme or Subject External Examiner is unable to examine a dissertation due to the subject matter being outside of his/her competency, a Special External Examiner may be appointed. This should only be done in exceptional circumstances. The nomination form is available at:
<http://www.ucc.ie/en/academicsecretariat/externs>

2. Conflict of interest

2.1. No Internal Examiners/Assistant Examiners (including Head of School/Department) may be involved in setting or examining any essay, examination script or other examinable material in circumstances such that a conflict of interest exists with the examinee. Information regarding conflict of interest can be found at:
<https://www.ucc.ie/en/ocla/policy/conflict-of-interest/policy/>

2.2. It is the obligation of all Examiners to declare potential conflicts of interest to the relevant Head of School/Department. If a Head of School/Department needs to declare a potential conflict of interest, they should do so to their Head of College.

2.3. Where a conflict of interest arises, an Internal Examiner/Assistant Examiner must exclude themselves from the relevant Examination Board(s) and any other discussion relating to the examination process.

2.4. Responsibility rests with the Head of School/Department or Head of College to manage any conflict of interest.

2.5. At the commencement of an internal/Pre-Examination Board, the Chair **must confirm** that any conflicts of interest have been addressed appropriately.

3. Preparation of Written Examination Papers

3.6. The SERO generates a detailed examination schedule for formal written examinations in advance of all examination periods.

3.7. For each required examination paper, the Head of School/Department must (i) appoint an academic member of staff as responsible for that paper and (ii) provide details of that appointee to both the SREO and the appropriate External Examiner.

- 3.8. The School/Departmental Examination Committee is responsible for the review of the examination paper for each module, ensuring that the assessment provided fully interrogates the defined learning outcomes for that particular module.
- 3.9. All examination papers must be approved by the External Examiner(s). Draft examination papers and assignments for continuous assessment (see: 1.4.11) should be sent in sufficient time for the External Examiner(s) to (i) be able to propose changes and (ii) for timely discussion of any proposed changes. In the relevant disciplines and upon agreement with the External Examiner, draft papers may be accompanied by a description of indicative answers or solutions to problems. A marking scheme may be provided for each paper. External Examiners may submit questions for inclusion in examination papers. **Examination papers or part thereof, when transmitted by email (between examiners and/or to the SREO), must be secured to ensure confidentiality.**
- 3.10. Papers must be in the format designated by the SREO, contain all the necessary instructions, ancillary tables etc. and **clearly specify** any material(s) permitted in the examination hall.
- 3.11. Each paper must be carefully checked and proof-read by the responsible academic staff member, **before** submission to the SREO.
- 3.12. Minor errors identified after the papers have been produced but before the scheduled date of the examination can be corrected by the submission of an addendum in a format designated by the SREO.
- 3.13. The Head of School/Department is responsible for ensuring that all papers are submitted to the SREO according to agreed deadlines.
- 3.14. The Head of School/Department is responsible for the security of examination papers within the School/Department.

4. Regulations for Invigilated Examinations

- 4.1. It is the responsibility of each student to acquaint him/herself with the regulations concerning each examination, including the timetable of examinations and the location thereof. Examination timetable (provisional and finalised) are available at: <https://www.ucc.ie/en/sit/>
- 4.2. All correspondence regarding the examination timetable is sent via the UCC student email system (xxx@umail.ucc.ie) only

5. Procedures in Examination Halls

- 5.1. Examination halls are supervised by Invigilators and overseen by Senior Invigilators.
- 5.2. Strict silence must be observed on entering the examination hall and during the examination.
- 5.3. Students are required to be in attendance at least fifteen minutes before the commencement of each examination.
- 5.4. Unless permitted to do so by the Senior invigilator, students **will not be:**
 - admitted to the examination hall if they are more than fifteen minutes late;

- permitted to leave the examination hall until one hour after the examination start time
- permitted to leave the examination hall within the last twenty minutes of the examination
- allowed to return to the examination hall having handed in their examination answer book(s) and left the examination hall

5.5. The student will not be allowed to sit the examination paper and no alternative arrangements will be made when they arrive:

- late for an examination, but after another student has left the examination hall
- after the examination has finished
- the day after the examination

In such cases, the student will be accommodated at a subsequent official examination sitting e.g. autumn supplemental or in a repeat year.

5.6. Invigilators are present in the examination hall to ensure the proper conduct of the examination and to deal with problems which may arise. Any such problems or any student requirements during an examination should be brought to an invigilator's attention by the raising of a hand.

Under no circumstances should a student leave their seat unless permitted to do so by the invigilator.

5.7. Checks for unauthorised material will be carried out during examinations; students may be asked to empty their pockets at any point. Mobile phones or similar electronic devices are not permitted in the examination halls.

5.8. Students are required to print a copy of their examination timetable and to bring a **clean copy** with them to each examination. Students **must not, under any circumstances**, write on their timetables either prior to or during the examination.

5.9. A clean copy of the timetable, without any additional annotation, together with a valid student ID card must be displayed for inspection by the invigilator at each examination.

Where writing is present on a timetable, it will be **confiscated and reported as a breach of examination regulations** (See: Section 10).

5.10. Students **must not, under any circumstances**:

- turn over the question paper cover sheet until instructed to do so by the Invigilator
- commence writing on their examination paper or answer book(s) until instructed to commence writing by the invigilator

5.11. Such activity will be reported as a **Suspected Breach of Examination Regulations** (See Section 10).

5.12. Mobile phones and other electronic devices are not permitted in the examination hall. Only those calculators permitted for a specific examination are allowed. If a student is found to have an unauthorised electronic device, it will be immediately confiscated and reported as a breach of examination regulations. All confiscated material is retained until this process is complete (See Section 10).

5.13. A point of contact capable of answering queries, preferably the responsible academic examiner, must be available by telephone during the examination.

The academic examiner responsible for a paper may attend the relevant examination hall(s) or arrange for attendance by a nominee capable of answering relevant queries.

5.14. If it is essential for amendments to the examination paper or explanations to be made, the academic examiner/nominee will instruct the Senior Invigilator who will make the necessary announcements. As such announcements are very disruptive to other students, they will be reported to the Student Records and Examinations Officer for consideration by Academic Board.

The examination question papers and answer books will be distributed by the Invigilators prior to students entering the hall.

5.15. It is the responsibility of each student to ensure that they are answering the correct paper. Each student must:

- i. check the **module code**
- ii. **module title**
- iii. examination **paper number**
- iv. read any **instructions** carefully before commencing an answer.

Any queries should be brought to the attention of the invigilator immediately.

Students are required to carefully enter all required information on the answer books.

5.16. No student shall aid or attempt to aid other students or obtain, or attempt to obtain, assistance from other students, or communication in any way with other students in the examination hall.

5.17. No student shall take out of the examination hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material. Such action may constitute a Suspected Breach of Examination Regulations (See Section 10).

5.18. In no case may a student leave an examination hall unless the invigilator has collected the student's answer book(s).

5.19. Smoking breaks are not allowed.

5.20. If a student feels unwell during an examination, s/he should inform an invigilator – a student may access the Student Health Service accompanied by an invigilator.

5.21. Students must assemble **all** answer books received, **whether used or unused**, on the treasury tag provided.

- 5.22. Students who wish to leave the examination hall before the final twenty minutes of the examination period must call an invigilator and hand their answer books to the invigilator.
- 5.23. At the end of the examination students must remain in their seats until all answer books have been collected. Answer books must be handed up **immediately on request** to the invigilator. In the case of Multiple-Choice Question papers, students are required to hand up **BOTH** the **EDPAC answer sheet** **AND** the **Question Paper**.
- 5.24. Any student found violating these regulations or undertaking any irregularities of conduct within the examination hall will be reported and may be deemed to have breached examination regulations (See Section 10). A student, who, in the opinion of the Senior Invigilator, is disruptive to the proper conduct of the examination for other examinees, may be required to leave the examination hall.
- 5.25. **Fire Alarm:** If a fire alarm is activated, invigilators will instruct students to leave the hall and to leave examination papers and answer books on their desks and to remain silent at all times. When it is safe to do so, students will be allowed back into the hall to complete their examinations. Additional time will be allowed for the disruption and for completing the examination. An incident report will be completed for the SREO, a copy of which will be presented at Examination Board.

6. Use of authorised materials in Invigilated Examinations

- 6.1. No student shall bring into the examination hall or have in their possession while in an examination hall any materials/documentation other than those explicitly permitted for that examination.
- 6.2. The relevant School/Department is responsible for ensuring supply of authorised materials/documentation permitted in the examination hall. Where permitted materials/documentation is not provided, the School/Department is responsible for instructing students to bring **clean copies** of the permitted materials/documentation with them to the examination hall.
- 6.3. **Calculators**
- 6.3.1. Calculators may only be used in an examination if specified on the examination paper. The type of calculator allowed is specified on the examination paper; the relevant School/Department is responsible for informing students in advance of the examination and for checking the suitability of calculators during the examination.
- 6.4. **Dictionaries**
- 6.4.1. Visiting non-degree students, where English is not a primary language, are allowed to use a hard copy language dictionary (candidate's language/English + English/candidate's language).
- 6.5. Degree students, where English is not a primary language and who enter a UCC degree programme after year 1, are permitted use of a hard copy language dictionary (student's language/English + English/student's language) for their first year only.

However

- 6.6. Visiting non-degree students and degree students who are not native English speakers are not permitted to use dictionaries in language examinations.

Schools/Departments are required to complete the relevant dictionary use permission form for presentation by the relevant student at the examination hall The Dictionary Use permission form is available at <https://www.ucc.ie/en/student-records/forms/> Use of electronic dictionaries is not allowed.

7. Medical Certificates and Mitigation

- 7.1. It is in the best interest of a student undergoing debilitating personal or medical difficulties that the University, through the relevant School/Department, is aware of the existence of circumstances that may affect their academic performance.

- 7.2. All documentation submitted will be treated with the utmost sensitivity and confidentiality.

7.3. Medical Certification

- 7.3.1. During the academic year, medical certificates should be submitted locally by students to the relevant School/Department. Each medical certificate, provided by a relevant professional medical practitioner, who must not be a first degree or second degree relative of the student, should:

- i. specify the name, address and MCRN number of the prescribing doctor
- ii. identify the **date of the examination/GP visit**
- iii. identify the date the certificate was issued
- iv. **align directly** with the date of the examination/assessment impacted
- v. **verify** the nature of the circumstances submitted by the student
- vi. specify the **date of return to study** or identify a chronic/on-going condition
- vii. state the **impact** on the student's ability to attend for examination/submit the relevant programme assessment(s)
- viii. be returned to the School/Department **no later than TWO WEEKS after the date of examination/assessment deadline or approved assessment submission date.**
- ix. be initialled and stamped on receipt in the School/Department, where the original is retained

- 7.3.2. Medical certification should state the date a chronic condition was first diagnosed and any on-going rehabilitative considerations.

- 7.3.3. Medical certification must be legible.

- 7.3.4. Outside the examination period, all relevant medical certificates should be considered by the internal examination board.

7.3.5. **During the University Written Examinations period only**, medical certificates should be submitted directly to the SREO for inclusion in and consideration by the institutional Examination Board. **Medical certificates will be accepted no later than ONE WEEK after the relevant examination period (i.e. the last examination of an examination period). Medical certificates submitted after the relevant Examination Board may not be considered as the basis for a change of mark.**

7.3.6. Retrospective medical certification will only be accepted for consideration in **exceptional circumstances**, where legitimate reasons for lack of submission within the defined timeframe are demonstrated.

7.3.7. It is the responsibility of Schools/Departments to inform each student of the procedures for submitting medical certificates.

7.4. Deadlines for submission of essays/assigned work

7.4.1. If illness, as supported by appropriate medical certification (See 7.2.1), prevents a student from meeting a deadline for the submission of an essay, or other assigned work for assessment, then an appropriate extension may be granted by the relevant School/Department.

7.5. Tests administered by Schools/Departments

7.5.1. Where a medical certificate includes the time of a missed test administered within an alternate test is not possible, the student should not be disadvantaged (e.g. the missed test is discounted in the overall module assessment).

7.6. Medical Certificates and Mitigation

7.6.1. Where a student misses a University invigilated examination through illness and produces an appropriate Medical Certificate to support their absence, it is possible to apply, through the Mitigation process, for capping of marks to be waived when the examination is taken. Application for the waiver of the capping of marks through the Mitigation process is made using the relevant application form [Mitigation | University College Cork \(ucc.ie\)](#), and must be accompanied by appropriate supporting documentation. The categories under which Mitigation is considered are clearly laid out (see: Section 18); applications outside of these categories will not be considered.

7.6.2. Where a student wishes to defer/partially defer formal written examinations due to illness, application is made prior to the start of the examination period using the relevant application form ([Mitigation | University College Cork \(ucc.ie\)](#)). Deferral of examinations will **only** be considered through this process; partial deferral is only considered in **substantiated exceptional circumstances**, i.e. **it is not permitted to defer Semester 1 modules in Semester 2.**

7.7. Medical Certificates and Determination of Results

7.7.1. Appropriately certified illness (see: 7.2.1), either before or during an examination, which it is claimed to have adversely affected performance in the examination, should be considered on its merits by the internal Examination Board or Interdisciplinary Board of Studies. Deliberations, including final recommendations, must subsequently be reported to the University Examination Board to be included in any deliberations.

7.8. Prevention of attendance at Examinations

7.8.1. If students are prevented from attending the first sitting of an examination due to a natural disaster, e.g. epidemic illness, volcanic ash, snowbound, or through circumstances clearly outside of the control of the student which make it legally or physically impossible for the student to attend the examination, they should apply for capping of marks to be waived at the supplemental examination (see: Section 18). Where such applications are successful, the student will not be liable for the examination re-entry fee. If prevented from sitting at a supplemental examination due to such circumstances, a date, subsequent to the completion of the written examinations, may be set aside to take an alternative examination paper/assessment.

8. Deferral or partial deferral of examination associated with pregnancy

8.1. Students may choose to defer or partially defer examinations as a result of pregnancy and/or childbirth following completion of the relevant application form (<https://www.ucc.ie/en/student-records/exams/appeal-mitigation-recheck/mitigation/>).

Academic staff are advised to consult the Guidelines for the Support of Pregnant Students available at: <http://www.ucc.ie/en/studentexperience/policies/>

9. Plagiarism

Please refer to UCC's [Academic Integrity for Examinations and Assessments Policy](#)

10. Breach of Examination Regulations and Procedures

10.1. Definition

10.1.1. Cheating means an attempt to benefit oneself, or another, by deceit or fraud or other breach of the examination regulations and procedures. Such breaches also include personation, collusion and plagiarism.

10.1.2. Any communication between students and Internal or External Examiners outside of normal Examiner-student interaction is prohibited and will be considered a serious breach of examination regulations.

10.2. Process – Stage 1

10.2.1. Where, during an invigilated examination, an Invigilator suspects a student of cheating, the Senior Invigilator, or at least one other Invigilator, will be informed and asked to confirm their suspicions. The student will be approached and questioned. Any unauthorised material or electronic devices will be confiscated. Unauthorised material written or appearing on the candidate's person will be transcribed by the invigilator and countersigned by the candidate. Mobile phones are not permitted in examination halls.

10.2.2. The student will be informed that a report will be made to the Student Records and Examinations Officer. The student will be allowed to finish the examination. Any confiscated items will be retained by the Student Records and Examinations Officer or Nominee until the process has completed. Results of the associated examination will be withheld until the process has completed.

10.2.3. Alternatively, an Examiner, who, when marking examination scripts, suspects that cheating has taken place will consult the Head of School/Department or nominee. If

the Head or nominee considers that there is evidence that cheating has occurred, he/she will make a written report to the Student Records and Examinations Officer.

- 10.2.4. Copies of all relevant documentation to be considered by the Student Records and Examinations Officer or Nominee shall be made available to the student to include any prior outcomes of alleged breaches of the Exam Regulations.
- 10.2.5. Where a report is made to the Student Records and Examinations Officer or Nominee, the student will be contacted by the Student Records and Examinations Officer or Nominee at the earliest possible time subject always to consideration by the Student Records and Examinations Officer or Nominee of the examination period. The student will be invited to submit a written statement of events (Personal Statement) within a stipulated timeframe as advised by the Student Records and Examinations Officer or Nominee.
- 10.2.6. The Student Records and Examinations Officer or Nominee may also request, where appropriate, a report from the Head of the relevant School/Department.
- 10.2.7. All reports relating to a suspected case of a breach of examination regulation will be considered in the first instance by the Student Records and Examinations Officer or Nominee and the Head of the Relevant College or Nominee.

10.2.8. The student will be invited to a meeting to discuss the matter by the SREO. Where the Head of College is a member of the School/Department responsible for the examination in question, the Deputy President & Registrar may nominate another Head of College to attend this meeting. A student may bring another person to this meeting to provide support but not to advocate or make representation on the student's behalf.

10.2.9. In the event that a student cannot attend the meeting, a decision will be made based on the invigilator report, the transcribed or confiscated material, electronic device and personal statement submitted by the student (if any).

10.2.10. If a student attends the meeting, a decision will be made based on **all** the information provided to the Student Records and Examinations Officer or Nominee to include the student's examination records, the Invigilator Report, the transcribed or confiscated material/electronic device and Personal Statement submitted by the student (if any) and any additional information provided by the student at the meeting.

10.2.11. Considering all information, where it is considered that there is no case to answer, the matter will end there and the Student Records and Examinations Officer or Nominee will inform the student and where relevant, the Head of School/Department.

10.2.12. Where it is considered by the Student Records and Examinations Officer or Nominee and the Head of College or Nominee on the information to hand that there is a case to answer, there are two options:

- (i) The Student Records and Examinations Officer or Nominee and the Head of College or Nominee may decide to apply a penalty of either:
 - a. Applying a reduction in marks of no more than 15% for the examination or assignment concerned
 - b. Assigning a mark of zero for the examination/assessment concerned
- (ii) They may refer the matter to the Deputy President and Registrar or Nominee to consider the allegation.

The student and the relevant Head of School/Department will be notified in writing of the referral and will be provided with a copy of all documentation to be considered.

Where a matter is referred to the Deputy President and Registrar or Nominee and the Chair of the Student Discipline Committee or Nominee and where it is concluded that cheating has occurred, an appropriate academic penalty will be determined. The penalty may include one or more the following penalties outlined in Section 10.4 below.

10.3. **Process – Stage 2**

10.3.1. Where referred to the Deputy President and Registrar or Nominee and the Chairperson of the Student Discipline Committee or Nominee will meet and consider all relevant information. The student may be invited to present an explanation in writing (Supplemental Personal Statement) or in person. A student may bring another person to this meeting to provide support but not to advocate or to make representation on that student's behalf.

10.4. **Determination**

10.4.1. Where, following a meeting and/or submission of Personal Statement under section

10.3.1 above, it is concluded that a breach of the examination regulations has occurred the Chairperson of the Student Discipline Committee or nominee and the Deputy President & Registrar or Nominee can:

- (a) determine an appropriate penalty from those listed in Section 10.4. below; or
- (b) where they are of view that the misconduct is of such serious nature as to require referral to the Student Disciplinary Committee under of the Student Rules, they will make a full report in writing to the Chairperson of the Student Discipline Committee
- (c) The Deputy President or Nominee will notify the relevant Head of School/Department and the student in writing of the outcome of Stage 2 of this process (and, in the case, of (a), notify of the student of the right to appeal pursuant to Section 10.5 below). A student is not permitted to appeal a decision to refer the matter to the Student Discipline Committee.

10.5. **Penalties**

10.5.1. Where it is concluded that cheating has occurred the Deputy President or Nominee and the Chair of the Student Discipline Committee or Nominee will determine an appropriate academic penalty. The penalty may include one or more of the following:

- i. Assigning a reduction in marks of no more than 15% for the examination or assessment concerned.
- ii. Assigning a mark of zero for the particular examination/assessment concerned.
- iii. Assigning a mark of zero for the module of which the examination/assessment was a component part.
- iv. In addition to i.-iii. above, if deemed appropriate, the student may be referred to the Student Discipline Committee for consideration.

(a) For the avoidance of doubt, the Student Discipline Committee will consider the matter in accordance with the Student Rules and, if deemed appropriate, may impose any penalty it sees fits in accordance with the Student Rules.

10.5.2. Examination Results will be withheld by the University pending the outcome of alleged breaches of Examinations Regulations and Procedures.

10.5.3. Should the Deputy President or Nominee and the Chairperson of the Student Discipline Committee or Nominee determine that the allegation does not amount to a breach of the Examination Regulations, this will be notified to the student and no record of the allegation will be made on the student's academic transcript.

10.6. **Appeal**

10.6.1. The student has a right to appeal the determination, and penalty imposed pursuant to Section 10.4 (above) within two weeks of the date of posting of the relevant outcome letter. Such appeals are dealt with through the standard UCC Examination Appeals process (see: Section 20)

11. Delivery and Receipt of Examination Scripts

- 11.1. Scripts are checked and packaged in examination halls immediately after the completion of the examination. Those students present or absent from written examinations will be noted on a hall plan which is retained in the SREO. A separate list of registered students, identified by their unique, randomly generated, examination number [green mark sheet]), is included with each batch of examination scripts. Scripts are packed in the same order as the list. In the case of students absent from written examinations a coloured sheet (detailing the examination number of the absent student) is included in sequence in the batch of scripts.
- 11.2. All scripts must be collected from the examination centre and signed for by the relevant examiner or authorised person. A photo ID is required for collection.
- 11.3. When collected, scripts/absentee sheets must be checked by an official representative of the relevant School/Department against the list of examination numbers provided. Any discrepancies must be reported to the Examination Centre **not more than 48 hours after the scripts have been collected.**
- 11.4. Where the individual needs of a student have been accommodated in an auxiliary venue, – the examination script may be integrated with, or packed separately to, the main batch of scripts for that examination. The relevant examiner or authorised person must check all scripts received against the green mark sheet to ensure scripts from all students who have taken the examination have been received.

12. Deliberation on Marks

12.1. Ratification of marks

12.1.1. All marks are provisional until approved by a University Examination Board and ratified by Academic Board. Provisional marks are considered initially by an *internal* or *pre-examination* (School/Department or Board of Studies) board at the end of each semester.

12.2. Examiners

12.2.1. External Examiners may attend Semester 1 internal or pre-examination board meetings, but their attendance does not alter the provisional nature of the marks. Provisional marks and recommendations are then referred to the relevant Summer University Examination Board at the end of Semester 2 for decision and approval prior to submission to the next Academic Board for ratification. Spring University Examination Boards may take place, at the sole discretion of the Registrar, for limited programmes such as those with early placements or for Erasmus+ students and visiting EU and non-EU students taking Semester 1 modules only.

12.2.2. All examiners involved in marking must consult the relevant current Marks and Standards for the programme (<http://www.ucc.ie/admin/registrar/marksandstandards/>) and NUI grade descriptors (see Appendix 1).

12.2.3. Examiners check that all parts of every question on an examination paper are marked and that all other components of assessments are included. They **must initial** examination papers to indicate same.

12.3. Communication with External Examiners in Relation to Marks

12.3.1. Appropriate scripts and other course work are to be made available to External Examiners in advance of the meeting of the Board of Examiners. Schools/ Departments must agree in advance with External Examiners what constitutes '*appropriate scripts and other course work*', in accordance with the guiding principle that External Examiners should receive sufficient evidence to enable them to determine that internal marking has been appropriate and consistent.

12.3.2. External Examiners may request to see any script, and should, at a minimum, see a sample of scripts drawn from the top, middle and bottom of the mark range, including scripts of borderline students.

12.3.3. External Examiners may be invited to participate with Internal Examiners in oral examinations.

12.4. **Practical and Clinical Examinations**

12.4.1. External Examiners, where possible, should have an involvement in practical or clinical examinations.

12.5. **Determination of marks**

12.5.1. All examination marks should be considered at a School/Departmental Examination Board Meeting or Interdisciplinary Board of Studies Examination Board Meeting involving the relevant examiners. The attention of the External Examiner should be directed to any mitigating circumstances or other information of relevance during deliberations on marks. Mitigating circumstances include those situations outlined in 18.3.1 and also, as in the case of Quercus Scholars or other members of the student body, the demands associated with representation of the University at national or international academic, sporting or cultural events. These mitigating circumstances should be subsequently reported to the University Examination Board, together with the recommendation of the examiners.

12.5.2. Particular attention should be given to assessments which give rise to overall marks which are close to critical levels such as, compensation, pass or class of honours.

12.5.3. Normally issues regarding borderline judgements are resolved at School/Departmental level, in consultation with the External Examiner, so that marks close to a critical level are not returned to an Examination Board without due deliberation.

12.5.4. Decisions of the Examination Board should reflect a considered academic judgement, taking account of any mitigating factors and not solely the passive outcome of arithmetic.

12.6. **Communication with students during marking of scripts**

12.6.1. Communication between students and Schools/Departments in the period between examinations and posting of official results should be through the Programme Coordinator **only** and these communications should pertain only to medical or personal issues. It is inappropriate for students to communicate directly with individual examiners in relation to examinations.

13. Returning of Marks to the Student Records and Examinations Office

13.1. The Head of School/Department, or a member of staff identified to the SREO or in the case of Interdisciplinary Programmes the Director, will be responsible for the checking and submission of marks to the SREO **by the specified deadline** for all formal written examinations.

13.2. Marks are transmitted electronically via DMIS in the format laid down by the SREO. In addition, Schools/Departments hold a hard copy of marks for a period of at least 5 years. Each set of marks, with the breakdown as specified in the appropriate Marks and Standards must be signed by the Head of School/Department or Director of Interdisciplinary Programme and the appropriate responsible Examiner.

13.3. A cover sheet listing all modules/units/subjects for the School/Department with their marks as submitted must be signed by the External Examiner(s) and the Head of School/Department or Director of Interdisciplinary Programme.

13.4. Prior to the University Examination Board Meeting, a copy of the relevant broadsheets will be made available via DMIS to the Head of School/Department, or the member of staff identified by the Head, who will be responsible for checking the accuracy of the marks recorded on the broadsheets for the School/Department. In the case of interdisciplinary programmes, copies will be made available to the Director of the Programme who will be responsible for checking the accuracy of the marks recorded on the broadsheets.

13.5. Prior to the University Examination Board Meeting, a copy of the relevant broadsheets will be made available via DMIS to the Head of School/Department, or the member of staff identified by the Head, who will be responsible for checking the accuracy of the marks recorded on the broadsheets for the School/Department. In the case of interdisciplinary programmes, copies will be made available to the Director of the Programme who will be responsible for checking the accuracy of the marks recorded on the broadsheets.

14. The Constitution and Conduct of Examination Boards

14.1. Internal/Pre-Examination Boards

14.1.1. Internal or pre-Examination Boards (i.e., School/Department/Board of Studies meetings) are held to finalise marks for submission to each level of a taught degree/diploma/certificate programme University Examination Boards. Adherence to deadlines for the entry of final, considered, marks to the institutional Student Administrative Systems, is crucial to the conduct of Examination Boards.

14.1.2. External Examiners are members of School/Department/pre-Examination Boards and may be members of relevant University Examination Boards.

14.1.3. Each School/Department has a School/Departmental Examination Committee, chaired by the Head of School/Department, comprising all members of the School/Department who are Internal Examiners. There is provision for sub-committees chaired by nominees of the Head, where appropriate. The School/Departmental Examination Committee meet for each examination session e.g. spring, summer, autumn, winter. One of the meetings in Spring/Summer should be held in conjunction with the annual visit of the External Examiner(s).

14.1.4. The School/Departmental/Examination Committee reviews and agrees the marks in each module for each student, including breakdown by written and continuous assessment, in accordance with the Book of Modules. The Committee should have due regard to Marks and Standards in considering the overall result for a student. Due notice of School/Departmental Examination Committee meetings should be given, and attendance recorded.

14.1.5. A hard copy of the agreed mark sheets is signed by the Head of School/Department and, when present, by the External Examiner(s). Any dissent from a mark should be recorded with the examiner's signature on the hard copy. Such Examiners should attend the formal University Examination Board meeting to which the mark will be reported.

14.2. Boards of Studies Examination Meetings

14.2.1. Where with the approval of a College, an interdisciplinary programme has a dedicated External Examiner, members of the Interdisciplinary Board of Studies who are Internal Examiners correspond to the School/Departmental Examination Committee and the Director of the programme fulfils the role of Head of School/Department.

14.3. Constitution of University Examination Boards

14.3.1. A University Examination Board makes recommendations to the Academic Board

for the ratification of the results for each level of a degree, diploma or certificate, including the final award.

14.3.2. Examination Board membership (except boards devolved to Adult Continuing Education)

- i. Registrar/Nominee
- ii. Chair - Member of Academic Council nominated by the Deputy President and Registrar.
- iii. Head of College
- iv. Head of School/Department/Discipline or nominee and Professors of Schools/Departments
- v. Director/nominee on behalf of Board of Studies
- vi. External Examiners relevant to the School/Department or programme
- vii. Internal Examiners contributing marks to the Board
- viii. Assistant Examiner contributing marks to the Board and approved by College
- ix. Examination Officer or nominee

QUORUM: The quorum for a Board consists of the Chair, the Secretary and Examiners representing the Schools/Departments of the programme, all of whom must sign the Table of Results (Broadsheet), which is presented to Academic Board for ratification.

14.4. Examination Boards Devolved to Adult Continuing Education

14.4.1. Results for all programmes administered by Adult Continuing Education (ACE) are presented to the ACE Examination Board except where an exemption has been agreed by ACE Academic Standards Board for a programme to be considered by the University Examination Board. Where a programme is considered at another category of Examination Board, the External Examiner's report for that specific programme is forwarded for consideration by the relevant Programme Committee and noting by the ACE Academic Standards Board.

14.4.2. Membership of ACE Examination Boards

- i. Deputy President and Registrar/Nominee
- ii. Chair – Member of Academic Council nominated by the Deputy President and Registrar
- iii. External Examiner(s)
- iv. Academic Director of the Programme
- v. Head of the lead academic School/Department or Nominee
- vi. Director of ACE or Nominee
- vii. Coordinator responsible for each of the Centres' being examined by the Board
- viii. Examiners and officially appointed Assistant Examiners who make a significant contribution to the teaching and assessment of students on the programme
- ix. Secretary appointed by the Director of ACE

QUORUM: The quorum for a Board should normally consist of the Chair, the Director of Adult Continuing Education or nominee, the Secretary and Examiners representing the academic elements of the programme, all of whom must sign the Table of Results (Broadsheet), which is forwarded to the Deputy President and Registrar for transmission to Academic Board.

14.5. Remit

14.5.1. The number and remit of Examination Boards is ultimately defined by Academic Council.

14.6. Examination Board Chairs

14.6.1. A panel of Examination Board Chairs is drawn up and approved by Academic Board. The Chair of each Examination Board is to be appointed, from this approved panel, by the Deputy President and Registrar or nominee and shall be:

- i. a member of Academic Council
- ii. independent of the programmes for which the marks are being approved by the Board

14.6.2. Examination Board Chairs are requested to attend a briefing session at which guidelines will be provided and discussed in an effort to standardise responses to situations which arise at Examination Boards requiring decision.

14.7. Attendance at Examination Boards

14.7.1. Heads of Schools/Departments **must ensure** that the School/Department is represented on relevant University Examination Boards by the relevant Internal Examiners or Assistant Examiners nominated by Schools/Departments and approved by Colleges annually. These representatives will have the decision-making responsibility on behalf of the academic unit at the University Examination Board and therefore only **staff with the requisite information to assist the Examination Board in the mark approval process** should be nominated. Where such representation is not provided, the Examination Board will be rescheduled.

14.8. Conduct of University Examination Boards

14.8.1. The responsibility of an Examination Board is to review the marks before the Board and make recommendations as to the overall result for each student in accordance with the published Marks and Standards. In discharging this responsibility, the Board may exercise discretion in marginal cases by minor modification of marks.

14.8.2. Such modification is normally limited to an increase of five percentage points in any module in situations such as the following:

- i. The marks involve modules from more than one School or Department and cognisance is being taken by a School/Department of marks from other Schools/Departments.
- ii. The recognition that, taking all modules into account, the student's result is borderline in terms of pass/progression or class of honours, especially where results are based on aggregate marks.
- iii. Certification of illness, trauma (such as bereavement) or disability, pregnancy, or other, extenuating circumstance, if not already considered by the School/Departmental Examination Board meeting or Interdisciplinary Board of Studies Examination Board meeting.

14.8.3. Where the Examination Board is in possession of sufficient information relating to individual mitigating circumstances of a student, the Examination Board has the authority to take this into account in relation to finalising its judgement and to waive the cap for supplementary examinations where appropriate.

14.8.4. Changes to marks by a University Examination Board otherwise should only be permitted if:

- i. A clerical or administrative error in transmission of marks has occurred

- ii. A late change to a mark is recommended by an External Examiner

In both instances the change should be submitted **with an explanation in writing** to the Examination Board. The resulting adjustment of marks should be made before the results are considered by the Board.

14.8.5. Where, in special circumstances, an Examination Board recommends a change in marks outside its normal discretion, the original marks should stand pending a decision of Academic Board. The same should apply where more generally a departure from Marks or Standards is recommended by an Examination Board.

14.8.6. In the event of a query arising, relating to a mark submitted by a School/Department whose nominee is not present at the University Examination Board, either:

14.8.7.

- i. the Examination Board proceedings will be suspended temporarily pending attendance by a School/Departmental representative or rescheduled
- or**
- ii. the Examination Board will take a decision in the best interest of the student.

14.8.8. In cases of any difference of opinion among the members present at an Examination Board, the result shall be decided by majority vote of eligible members.

- i. Every member of the Examination Board, as defined, has a voting right
- i. The Examination Board should act as an integrated board and majority decisions are binding
- ii. The Chair has a casting vote
- iii. In circumstances where the Chair is unable to ratify a decision within the approved University Regulations the Chair can defer the decision and, if necessary, refer the issue(s) to the Deputy President and Registrar and/or Academic Board as appropriate
- iv. However, the dissent of an External Examiner present at an Examination Board shall be referred to Academic Board and the opinion of an External Examiner when so recorded should not be overturned by the Academic Board except on the recommendation of two thirds of the membership of the Academic Board present at the relevant meeting of Academic Board.

15. Communication of Examination Results

15.1 Dates of issue of results for all programmes are found on the SREO web page <http://www.ucc.ie/en/exams/>

15.2 Provisional Semester 1 module marks are released centrally by SREO on specified, advertised, dates. These marks are subject to approval by the External Examiners, University Examination Boards and Academic Board and remain provisional until ratified at the end of the academic year.

15.3 Results are made available online at <http://www.ucc.ie/en/sit/>; students require their Student ID number and UCC password to access their results online.

15.4 Examination results are confidential to the individual student and **will not be released to, or discussed, with any third party**. Results will only be discussed in person or through written correspondence with the student.

15.5 If a student achieves an overall fail result in a module, the written examination paper **must be repeated**, regardless of whether it has been passed at the first sitting. The requirement for repeating continuous assessment is specified in the specific module description; Schools/Departments are responsible for setting and communicating the requirements for repeating continuous assessment(s).

15.6 Where a distribution of marks is provided for in Marks and Standards and/or in the module description, a student, on request to a School/Department, should be provided with details of the corresponding breakdown of his/her aggregate marks. A student, on request, should also be given a breakdown of marks for individual questions.

15.7 Where no distribution of marks is provided for in Marks and Standards and/or in the module description, a student, on request to a School/Department, should be provided with a qualitative indication of the relative strengths and weaknesses of his/her performance.

16. Access to examination scripts

16.1 Viewing of scripts is available to all students. As examination scripts are considered to be personal data, a student is entitled to request a hard/soft copy of this data at any point. For the avoidance of doubt, supervised structured viewing of scripts will take place as indicated below and is distinct from the release of personal data.

16.2 Feedback should be provided to students throughout the academic year and is not dependent on the release or viewing of examination scripts.

16.3 Scripts are available for viewing in the relevant School/Department **only**; Schools/Departments will be responsible for care of scripts and for appropriate storage for the requisite period (currently 13 months).

16.4 Schools/Departments must make administrative arrangements for students to be supervised while viewing scripts. The person supervising script viewing should not be an examiner in the module(s) in which the script(s) is/are being viewed.

16.5 Details of the conditions under which scripts can be accessed in the School/Department should accompany the application forms issued to students. These should also indicate the times scripts may be viewed.

16.6 Application forms to view scripts may be obtained from the School/Department and should be returned to the relevant School/Department. Students will not be allowed to view their scripts without prior notice to the relevant School/Department.

16.7 Students are not permitted to write on or remove these scripts for any reason. Scripts may not be viewed by a third party.

16.8 A Student who is dissatisfied with the information provided in the School/Department should be referred to the Examination Appeals procedure (see: Section 20).

17. Guidelines for Discussion of Examination Results and Provision of Feedback to Students

17.1 Feedback

17.1.1 Feedback on performance in continuous assessment and written examinations is available to all students.

17.2 General Principles on Feedback for Modules Examined in Semester 1

17.2.1 Schools/Departments are required to provide feedback to individual students on performance in continuous assessment.

17.2.2 Feedback of a general nature should be provided to students on the overall performance of the class in the written examinations taken during Semester 1.

17.2.3 The feedback of a general nature may include:

- i. Identification of common mistakes or errors
- ii. Identification of missed opportunities or misunderstanding of key points

17.2.4 Schools/Departments should also consider the feasibility of providing feedback to individual students on their exam scripts.

17.3 Post Examination Board Feedback

17.3.1 Colleges set and advertise (<http://www.ucc.ie/en/exams/results/>), dates after the completion of the Examination Boards, for students to meet with members of the School/Department for examination feedback. These meetings are normally on the same dates that students have access to their scripts (Section 16).

17.3.2 All Schools/Departments are **required** to participate in such post-examination feedback meetings and must arrange for at least one experienced member of academic staff, who has access to examination results, to be available for consultation with students on the relevant dates. Students should check with the relevant School/Department regarding appointment procedures.

17.3.3 The objective is to provide feedback regarding a student's performance at examinations and not to negotiate results which have already been approved.

17.3.4 Information about a student's examination performance is private and confidential to the person concerned and is therefore be made to the student only and not to any third party, in compliance with Data Protection Regulations (personal data).

17.3.5 Information should only be provided by a member of the School/Department concerned and for reasons of confidentiality should not be given over the phone.

17.3.6 Subject to 17.1 above, no information may be disclosed to a student until after the relevant University Examination Board has met.

17.3.7 Where a distribution of marks is provided for in the Marks and Standards and/or the module description (e.g. written papers, year's work), a student, on request, is entitled to be given details of the corresponding breakdown of their aggregate marks.

17.3.8 A student on request is also entitled to be given details of marks for individual questions.

17.3.9 On request, a student may be given an indication of the criteria which determine the different classes of judgement. In that context a student may be given a verbal qualitative

indication of their relative strengths and weaknesses in that module.

17.3.10 Students should be informed and advised of the requirements relating to the Supplemental Examinations.

17.4 Role of Academic Staff

17.4.1 Academic Staff should not:

- i. Make specific suggestions that might be interpreted by the student as guaranteeing a better result in a subsequent examination
- ii. Agree to a reassessment of the examination script and/or continuous assessment

18. Mitigation

18.1 The Mitigation Committee

18.1.1 The University has established a Standing Committee of Academic Council to deal with applications for the waiver of the capping of marks in a module at a supplemental, or where applicable, at a repeat year examination. The conditions for mitigation must relate to the **first attempt at the examination** in the first instance.

18.1.2 The Chair of the Mitigation Committee together with the Deputy President and Registrar/nominee may adjudicate rapidly applications prior to examination periods and report their decisions to the full Committee. In addition, the Head of the Disability Support Services may adjudicate on applications made by students registered with the Disability Support Services.

18.2 Waiver of capping – Examination Boards

18.2.1 Academic Council has granted permission to University Examination Boards to apply the waiver of capping if there is sufficient supporting documentation available to support the approval.

18.3 Applications considered by the Mitigation Committee

18.3.1 An application for waiver will be considered by the Mitigation Committee if the applicant satisfies at least one of the following conditions:

- i. Circumstances outside the control of the applicant, which make it legally or physically impossible for the student to attend the examination in a particular module
- ii. If as a result of travel restrictions, return travel has been delayed by at least 5 days and where the examination falls within at least 10 days of their actual return

The Mitigation Committee will also deal with the following circumstances where the University Examination Board has not or is unable to deal with them:

- A) Death of parent/guardian, sibling, spouse, child (or person to whom the student is *in loco parentis*), if within sufficient proximity to the examination to have **substantial and material effect**.
- B) Death of mother-in-law, father-in-law, grandparent/grandchild or any person who was habitually resident in the home of the applicant, if within sufficient proximity to the examination to have **substantial and material effect**.
- C) Debilitating illness/condition, if within sufficient proximity to the examination to have **substantial and material effect**.
- D) Circumstances **outside the control of the applicant**, which make it legally or physically impossible for the student to attend the examination in a particular module.
- E) Other circumstances which the Mitigation Committee considers to be **analogous** to

any of the above.

F) Pregnancy

18.4 Process

18.4.1 Applications will be considered only after the finalised year results for the programme are released.

18.4.2 An application form must be completed and returned to the SREO **within two weeks of the date of issue of final examination results**. In **exceptional circumstances**, the Chair of the Mitigation Committee may waive the two-week deadline for submission of the mitigation application.

18.4.3 It is the **responsibility of the applicant** to supply detailed supporting documentation. The Mitigation Committee will be entitled to seek further information/documentation, including additional reports where necessary and appropriate. Application forms are available from the SREO ([Mitigation | University College Cork \(ucc.ie\)](#)). Incomplete applications or those submitted without the relevant supporting documentation will be returned without review.

18.4.4 Having considered the documentary evidence presented to it in each case and having assured itself that an application before it satisfies at least one of the conditions set out above, the Committee shall make its recommendations. Committee decisions will be conveyed to the student and School(s)/Department(s) *via* the Head of Department and the Examination Board.

18.4.5 Any recommendation for waiver of capping shall be on a module by module basis.

18.4.6 Applicants who sat a module or modules during any Examination period may apply to the Mitigation Committee to have the mark(s) obtained declared void (forego marks achieved), having regard to the conditions in 18.3 above. Such applicants, if successful, will be entered automatically for the Supplemental Examination in the relevant module(s) or, if in a repeat year, will be registered for the relevant module(s). Where the original examination mark achieved is foregone, the uncapped mark obtained at the Supplemental Examination will be used for aggregation and progression purposes whether that mark is higher or lower than the foregone mark. The original examination mark achieved at the first attempt will be recorded for the session in which it was achieved.

18.4.7 Applicants should note the following: If an application is unsuccessful, the mark obtained in the module at the relevant examination shall be capped and the capped mark used for aggregation and progression purposes.

18.4.8 Applications considered by the Chair of the Mitigation Committee and the Deputy President and Registrar/Nominee.

18.4.9 The Chair of the Mitigation Committee and the Registrar and Deputy President and Registrar/nominee deal with applications to defer examinations. Such applications will only be considered **no later than two weeks before** the official start date of examinations. In addition, the Head of the Disability Support Services may adjudicate on applications made by students registered with the Disability Support Services.

18.4.10 The Chair of the Mitigation Committee and the Deputy President and Registrar/nominee will consider applications in cases where students are seeking a full deferral

of examinations. In **exceptional cases only**, they may consider cases for a partial deferral.

18.4.11 Consideration of mitigation applications by Chair of the Mitigation Committee and the Deputy President and Registrar/nominee will only be on grounds (a), (b), or (c), and exceptionally (d) where circumstances are so grave and personal as cannot be divulged to the full committee.

18.4.12 Applicants should note the following: If an application is unsuccessful, the mark obtained in the module at the relevant examination shall be capped and the capped mark used for aggregation and progression purposes.

18.5 Appeals of Mitigation Recommendation

18.5.1 Appeals arising from the Mitigation process will be referred to the Examinations Appeals Committee.

19. Regulations for Rechecks for Undergraduate and Taught Postgraduate Programmes/Subjects

19.1 Recheck of Examination Results

19.1.1 The re-check procedure, which involves confirmation by a second Internal Examiner, ensures that all elements submitted for assessment were considered and assessed and that no errors occurred in the recording, collating, or combining of marks. The recheck also confirms that the summary mark, as presented to the University Examination Board, was correct

19.1.2 The recheck does not involve reassessment of the examination paper(s) or other submitted material

19.2 Process and Fees

19.2.1 Students may formally request that the Deputy President and Registrar or their Nominee arrange a recheck of their examination results after the end-of-year Examination Board. The request must be made within two weeks of the date of issue of finalised results of the University examination board and issuance of these examination results to students.

It must be submitted in writing. Application forms for this purpose are available from the SREO (<http://www.ucc.ie/en/exams/procedures-regulations/>)

19.2.2 The SREO communicates each request for a recheck to the relevant Head School/Department or his/her nominee, who arranges to have the relevant marks rechecked as expeditiously as practicable. The formal recheck has recourse to the original examination script and such other available assessment materials as may be relevant

19.2.3 A fee of €30 per module is required for a recheck. This fee should be lodged in the SREO. The fee is refundable if, as a consequence of the recheck, there is a change in the mark awarded in any module

19.2.4 The outcome of the rechecking of the examination result will be communicated in writing by the Head School/Department or nominee, to the SREO who will, if a change in the mark is recommended, make the necessary arrangements to have the mark amended, and inform the student without delay

19.2.5 If a recheck adversely affects the student's overall award for the examinations in question, this will be referred to a meeting of the Academic Board for decision and the student will be informed accordingly

20. Regulations for Appeal of Examination Results

20.1 Appeal of Examination Results

20.1.1 Appeal of Examination Results provides an opportunity for students to appeal Examination Results on specific stated grounds. Throughout this section, the term "examination" is taken to include submitted assessment material, and oral examination as well as formal written examination. In the exceptional event of an appeal of examination results the specified grounds (20.2) and procedures (20.3) will apply.

20.2 Grounds for Appeal

20.2.1 **For Undergraduate, Taught Postgraduate Programmes/Subjects**, an appeal of Examination Results will be considered only:

- A. If there is evidence of substantive irregularity in the **conduct** of an examination.
- B. If the student, on stated grounds, considers that the mark awarded in an examination is **erroneous, noting that the student's contention that they ought to have done better cannot be grounds for an appeal under this heading.**
- C. If there were **circumstances** of which the Examination Board was not aware when its decision was taken.

20.2.2 **For Postgraduate Research Degrees**, an appeal of Examination Results will be considered only:

- A. If there is evidence of substantive irregularity in the **conduct** of an examination.
- B. If there were **circumstances** of which the Examination Board were not aware when its decision was taken.

Appeals **may not be brought** in respect of the academic judgment of the examiners

20.2.3 Students should be aware that appealing an examination result is a serious matter, not to be undertaken lightly. Before considering an appeal under (B) a student is recommended to view the relevant examination scripts and to consult Section 19.1 on *Rechecks of Examination Results* in the first instance.

20.2.4 Students encountering circumstances that may have adversely affected their performance should make every effort to bring these circumstances to the attention of the relevant Head(s) of School/Department and the Examination Board as soon as possible.

Students making an appeal under (C) are required to give reasons why the circumstances in question were not brought to the attention of the Examination Board.

For all programmes, application to appeal an examination result may be made using the form available at: <https://www.ucc.ie/en/student-records/exams/appeal-mitigation-recheck/appeals/>

20.3 **For Postgraduate Research Degrees**, an appeal of Examination Results only covers events occurring during the examination process (i.e. after the initial submission of the thesis, up to and including sign-off by the examiner(s) on the revised thesis incorporating amendments specified after the examination).

Complaints regarding events occurring during the student's course of study, prior to the

submission of the thesis, must be raised under the *Dispute Resolution Policy for Postgraduate Research Students* and will not be considered under this policy

20.4 Appeal Procedures -Undergraduateand Taught Postgraduate Programmes/Subjects

20.4.1 A student who wishes to appeal an examination result must do so in writing to the Student Records and Examinations Officer, setting out, in full, the grounds for the appeal.

20.4.2 An application form should be completed and submitted with supporting documentation **within two weeks of the date of issue of the final examination results** for the programme year.

20.4.3 Upon receipt of a written appeal, the Student Records and Examinations Officer will refer the matter to the Examination Appeals Officer.

20.4.4 A copy of the appeal will be sent by the Examination Appeals Officer to each relevant Head of School/Department or his/her nominee, who will arrange to have the relevant marks rechecked and, **within one week**, provide to the Examination Appeals Officer written responses on the issues raised in the appeal. If the School/Department chooses not to respond it will be deemed to accept the case made by the student¹. The Examination Appeals Officer may also, as appropriate, send a copy of the appeal to the heads of relevant administrative offices, such as the SREO and the Disability Support Service, who will provide a written response to the issues raised in the appeal within one week

20.4.5 The Examination Appeals Officer will make available to *both* the appellant *and* the relevant Head(s) of School/Department copies of all correspondence relating to the appeal; therefore, in correspondence academic units and any other Officers/representatives of the University should refrain from making any comments that may be construed as predetermining the outcome of an appeal.

20.4.6 Academic units must also ensure that *all* aspects of an appeal are responded to, irrespective of the perceived merits of an appeal.

20.4.7 Pending the outcome of an appeal, which may not necessarily be upheld, applicants should avail themselves of any opportunity to re-present for examination (i.e. they should take supplemental examinations unless instructed otherwise), on the understanding that the re-sitting of an examination will not prejudice an appeal in any way.

20.4.8 Should an appeal arise from an autumn supplemental examination, students should speak to their Head of Department to request 'guest access' to the VLE (Canvas), attendance at lectures, tutorials, etc. pending a decision on the appeal. It may not be possible to accommodate these requests, particularly with respect to placements, laboratory partnerships, etc.

20.5 Appeal Procedures - For Postgraduate Research Degrees

20.5.1 A student who wishes to appeal an examination result must do so in writing to the Examinations Appeals Officer, setting out, in full, the grounds for the appeal.

20.5.2 An application form should be completed and submitted with supporting documentation **within 20 days of the date that the student has been notified in writing by email that the Academic Council Graduate Studies Committee (ACGSC) has approved the examination report.**

¹ In the absence of any response from the School/Department the Examination Appeals Committee will still assess the appeal on its merits and may or may not find in favour of the appellant.

20.5.3 A copy of the appeal will be sent by the Examination Appeals Officer to the Examiners, the Independent Chair (in the case of *viva voce*), the supervisor(s), the relevant Head(s) of School(s)/Department(s) in which the candidate was registered, the Graduate School(s) of the relevant College(s) and the Chair of the Academic Council Graduate Studies Committee.

20.5.4 The Examiners and the Independent chair (in the case of *viva voce*) appointed for the examination shall be invited to make a written submission to the Examinations Appeals Officer **within 30 days**. Copies of any such submissions shall be furnished to the student.

20.5.5 If no submissions are received from the examiners and the independent chair (in the case of *viva voce*) appointed for the examination within 30 days, the Examinations Appeals Committee has discretion to proceed in their absence.

20.5.6 The Examinations Appeal Committee has discretion to seek further information from the student, the examiners, the supervisor(s) or the independent chair (in the case of *viva voce*) appointed for the examination on any of the issues raised in the appeal.

20.5.7 In exceptional circumstances, the Examination Appeals Committee, at its sole discretion, may waive the deadlines set out above for submission of an appeal. Application forms for this purpose are available from the SREO (<https://www.ucc.ie/en/exams/procedures-regulations/>).

20.5.8 A fee, currently **€70**, is required for an appeal. This fee is lodged with the SREO (Taught degrees) or the GSO (Research degrees). The fee is refundable only where an appeal is upheld. This fee is subject to review and change.

20.6 Examination Appeals Committee

20.6.1 The Examination Appeals Committee consists of sixteen members, appointed by the Academic Council, of whom at least four are external members, normally practising lawyers, and with provision for a rolling membership. In addition, the President appoints a member of Academic Council to act as Chair of the Committee. The term of office of the Committee shall be four years and the Committee may regulate its own procedures.

20.6.2 A minimum of four members, of whom at least one is an external member, are involved in deciding each appeal. In the absence of the Chair of the Committee, those members of the Committee present at the meeting shall select one of their number to chair the meeting.

20.6.3 The appeal committee shall not include any member who has played any part in the examination process. For research degrees, this includes any member of ACGSC at the time that the examination report was approved.

20.6.4 The Examination Appeals Officer acts as a liaison between students, Schools/Departments (or in the case of research postgraduates, the Examiner(s)) and the Examination Appeals Committee but is not a member of the Committee.

20.6.5 The Examination Appeals Committee, in accordance with the principles of natural justice, considers the documentary evidence presented to it in each case, consults with Internal Examiner(s) and may, if deemed necessary, consult with the External Examiner(s) or any other appropriate person. The Examination Appeals Committee may, if deemed necessary, also seek additional information or documentation from Head(s) of School/Department, appellants or others.

20.6.6 The Examination Appeals Committee determines the appeal by giving a decision. For the avoidance of doubt, in the case of research postgraduates, upon concluding its

consideration of the appeal, the appeal committee shall make one of the following decisions:

1. Uphold the original decision of the examiners; or
2. Uphold the appeal in full or in part; or
3. Set aside the original decision of the examiners and order that the examination process commence afresh, with new Examiners appointed. In such circumstances, the appeal committee may recommend that new examiners be appointed (if the grounds on which the appeal has been upheld dictate that this is necessary in order to ensure the fairness of the re-examination). Where the examination process commences afresh, it shall be based on the same thesis originally submitted by the student at the commencement of the original examination process.

Any costs with respect to the Examiners associated with a fresh examination process are to be borne in the same way as the costs associated with the original examination process. No examination fee will be charged.

20.6.7 The Examination Appeals Officer, acting on behalf of the Committee, informs the appellant and the relevant Head(s) School(s)/Department(s), (and in addition, in the case of research postgraduates, the examiners, the independent chair (in the case of *viva voce*), the supervisors, the Graduate School(s) in the relevant College(s), the Chair of ACGSC and Head

of the Graduate Studies Office) in writing, of the outcome of the appeal. The Examination Appeals Officer also informs the Academic Council of the outcome of all appeals on an annual basis. The Examination Appeals Officer communicates the decision to the Deputy President and Registrar who, if a change in the result is recommended, makes the necessary arrangements to have that result amended. The Deputy President and Registrar is not a member of the Examination Appeals Committee.

20.6.8 The decision of the Examination Appeals Committee is final.

21. Conferring/Deferring of Conferring

21.1 In general, Final Year Undergraduate and Postgraduate (Taught Programmes) Degree students who successfully complete their programme of study in spring, summer or autumn will be conferred at the autumn conferring ceremonies (except the College of Medicine and Health who may be conferred at the summer conferring ceremony). Final Year Degree and Postgraduate (Taught Programmes) students (all Colleges) who successfully complete their programme of study in winter will be conferred at the spring conferring ceremonies. PhD and Masters (Research) students can be conferred in spring, summer or autumn.

21.6 Subject to capacity, final Year students (apart from the College of Medicine & Health with the exception of BSc (Public Health and Health Promotion), wishing to repeat the entire year with a view to improving their degree result may do so only if they have not been conferred. Students will need to inform the SREO, in writing, of their wish not to be conferred at least four weeks in advance of the published conferring date.

21.7 All Certificate/Diploma, Postgraduate Certificate/Diploma and Higher Diploma students are conferred '*in absentia*'.

21.8 Dates for all Conferring ceremonies can be found at: <https://www.ucc.ie/en/conferrings/>

22. Retention of Examination Scripts and Course Assessments

22.1 Invigilated Examinations

Scripts written in invigilated examinations and course assessments will be retained for at least thirteen months following the date of the corresponding Examination Board. Scripts relating to an examination result which has been the subject of an appeal will be retained pending a decision by the Examinations Appeal Committee and thereafter for at least thirteen months following the date of ratification of results.

22.2 Course Assessment

22.2.1 Each School/Department has responsibility to record the submission of continuous assessments presented by students. Students must be provided with a dated receipt for work presented as part of continuous assessment. This is not applicable in the case of in-class examinations.

22.2.2 Schools/Departments should require students to submit two copies of written assignments under continuous assessment, one of which is returned to them with feedback from the lecturer(s) while the second clean copy is kept for the External Examiner. In the

case of work submitted electronically, the lecturer should make appropriate arrangements for feedback to be given to students.

22.2.3 Results for continuous assessment should be made available to students within three weeks of submission/completion where timely feedback would benefit students preparing for the final examination.

22.2.4 Marks for all assessments are provisional and subject to revision until approved by the institutional Examination Board. It is the responsibility of the relevant School/Department to ensure all students are aware of this.

23. Retention of Breakdown of Marks Held in a School/Department

23.1 Detailed marks (i.e. marks for examination questions, assignments etc.) which are approved by the Internal and External Examiners, should be held for a period as defined by the national guidelines (GDPR - <https://www.ucc.ie/en/gdpr/>).

Appendix 1: NUI Mark Bands and Grade Descriptors

MARKS BANDS FOR CLASSIFICATION OF PRIMARY DEGREES IN NUI CONSTITUENT UNIVERSITIES AND RECOGNISED COLLEGES FROM 2003/4	
Grade Descriptor	Mark Bands
1st CLASS HONOURS	70 – 100%
2ND CLASS HONOURS (Grade 1)	60 – 69%
2ND CLASS HONOURS (Grade 2)	50 – 59%
3rd CLASS HONOURS (where awarded)	45 – 49%
PASS	40 – 49%
PASS (where 3rd Class Honours awarded)	40 - 44%
Pass by Compensation	35 – 39%

GRADE DESCRIPTORS ADOPTED BY THE ACADEMIC COUNCILS OF THE CONSTITUENT UNIVERSITIES ON THE RECOMMENDATION OF THE SENATE		
Grade	Marks Range (%)	GRADE DESCRIPTORS
1 st CLASS HONS	90-100	<i>Supreme performance, engaging profoundly, systematically and comprehensively with question set, brilliantly demonstrating:</i>
		<ul style="list-style-type: none"> • a superlative mastery of the subject matter, richly supported by evidence and citation, reflecting deep and broad knowledge and understanding as well as extensive reading
		<ul style="list-style-type: none"> • an outstanding ability to organise, analyse and express ideas and arguments in an original, sophisticated and discriminating manner
		<ul style="list-style-type: none"> • an optimal capacity for critical analysis
		<ul style="list-style-type: none"> • the display of rare penetrative insight, originality and creativity •
	80-89	<i>Exceptional performance, engaging deeply and systematically with the question set, with consistently impressive demonstration of:</i>
		<ul style="list-style-type: none"> • a comprehensive mastery of the subject matter; amply supported by evidence and citation, •
		<ul style="list-style-type: none"> • reflecting deep and broad knowledge and critical insight as well as extensive reading
		<ul style="list-style-type: none"> • an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis
		<ul style="list-style-type: none"> • a highly developed capacity for original, creative and logical thinking; •
	70 -79	<i>Excellent performance, engaging closely and systematically with the question set, with consistently strong evidence of:</i>
		<ul style="list-style-type: none"> • a comprehensive mastery of the subject matter, ably supported by evidence and relevant citation •
		<ul style="list-style-type: none"> • excellent ability to organise, analyse and express arguments fluently and lucidly with a high level of critical analysis •
	<ul style="list-style-type: none"> • a highly developed capacity for original, creative and logical thinking 	
2 nd CLASS HONS (Grade	60-69	<i>Very Good performance, engaging substantially with the question set, demonstrating:</i>

		<ul style="list-style-type: none"> • strong grasp of the subject matter, well supported by evidence and relevant citation • well-developed capacity to analyse issues, organise material, present arguments clearly and cogently • some original insights and capacity for creative and logical thinking
		□
2nd CLASS HONS (Grade 2)	50-59	<i>Good performance - intellectually competent answer (i.e. factually sound) with evidence of a reasonable familiarity with the relevant literature and techniques:</i>
		<ul style="list-style-type: none"> • acceptable grasp of the subject material
		<ul style="list-style-type: none"> • ideas stated rather than developed and insufficiently supported by evidence and relevant citation
		<ul style="list-style-type: none"> • writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary
		<ul style="list-style-type: none"> • omission of parts of the subject in question or the appearance of several minor errors
		<ul style="list-style-type: none"> • average critical awareness and analytical qualities
		<ul style="list-style-type: none"> • limited evidence of capacity for original and logical thinking
3rd CLASS HONS (WHERE AWARDED)	45-49	<i>Satisfactory performance – intellectually adequate answer with evidence of some:</i>
		<ul style="list-style-type: none"> • familiarity with the relevant literature and techniques
		<ul style="list-style-type: none"> • basic grasp of subject matter, but somewhat lacking in focus and structure
		<ul style="list-style-type: none"> • main points covered in answer, but lacking detail
		<ul style="list-style-type: none"> • some effort to engage, but only a basic understanding of the topic portrayed
		<ul style="list-style-type: none"> • some development of argument
		<ul style="list-style-type: none"> • only some critical awareness displayed
		<ul style="list-style-type: none"> • no evidence or relevant citation included in answer
		<ul style="list-style-type: none"> • appearance of several minor errors or one major error
		<ul style="list-style-type: none"> • lacking evidence of capacity for original and logical thinking
PASS	45-49 (Where	<i>Satisfactory performance – intellectually adequate answer with evidence of some:</i>

		<ul style="list-style-type: none"> • familiarity with the relevant literature and techniques • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation supplied • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
	40–44	<p><i>Acceptable performance – intellectually adequate answer with limited:</i></p> <ul style="list-style-type: none"> • familiarity with the relevant literature and techniques • basic grasp of subject matter but limited focus on question asked • unclear presentation of argument, random layout, with some omissions or inaccuracies in answer • argument insufficiently developed • no evidence or relevant citation supplied • appearance of one major error and minor errors • inclusion of unsubstantiated statements and/or irrelevant material • descriptive rather than argumentative or analytical answer presented • an attempt to solve moderately difficult problems related to the subject material and an attempt to examine the material in a critical and analytical manner only partially successful • an incomplete or rushed answer e.g. the use of bullet points through part/all of answer
		□
FAIL (*)	35-39	<i>Unacceptable performance, with either:</i>
		<ul style="list-style-type: none"> • insufficient understanding of the question displayed • failure to address the question resulting in a largely irrelevant answer • a display of some knowledge of material relative to the question posed, but with very serious omissions / errors and/or major inaccuracies included in answer <p>Or answer left somewhat incomplete for lack of time</p> <p>Also:</p> <ul style="list-style-type: none"> • limited understanding of question displayed • a random layout / underdeveloped structure - not planned sufficiently • poor analytical skills, with an absence of argument

		<ul style="list-style-type: none"> • random and undisciplined development - limited structure • lack of clarity, poor spelling • material of marginal relevance predominating
		See note on 'Pass by Compensation' below
FAIL	<35	<i>Wholly unacceptable performance, with:</i>
		<ul style="list-style-type: none"> • deficient understanding of the question displayed • complete failure to address the question resulting in an irrelevant answer
		<ul style="list-style-type: none"> • inadequate knowledge displayed relative to the question posed
		Or answer left incomplete for lack of time
		Also:
		<ul style="list-style-type: none"> • very poor analytical skills, with an absence of argument • random and undisciplined development –poorly structured answer
		<ul style="list-style-type: none"> • confused expression, poor spelling
		<ul style="list-style-type: none"> • irrelevant material predominating
Note on Fail * - 'Pass by Compensation'	<p>Traditionally, under Marks and Standards, provision has been made for a student failing in one or more subjects in an examination, to pass the examination by compensation, where he/she has double the deficiency of marks available in another subject or in other subjects. It is recommended that provision for 'pass by compensation' be continued, in accordance with such conditions as may be set out in Marks and Standards by Faculties. The application of the provision should be facilitated by the above descriptions with particular reference to the Descriptor for the *Fail (35-39) Marks Band.</p>	

2017/2018	Guide to Examinations for Staff and Students - Document Approval and Review		
Subject Matter Experts/Committee	Document version	Date Reviewed	Date Approved
Student Records and Examinations Office	October, 2016	August – September, 2017	September 7 th , for review and consideration by ADSC
Academic Development and Standards Committee (ADSC)	DRAFT (2017 – 1.0)	September 13 th , 2017	September 13 th , for review and consideration by AB
Academic Board (AB)	DRAFT (2017 – 1.0)	October 25 th , 2017	October 25 th , 2017

2818/2019 - to date	Guide to Examinations for Staff and Students - Document Approval and Review		
Subject Matter Experts/Committee	Document version	Amendment	Rationale for amendment
Student Records and Examinations Office (Siobhán Cusack)	May 2018 (v 2.0)	Section 16.7 – Viewing of examination scripts	Bringing approach in line with ruling that examination scripts constitute personal data
Student Records and Examinations Office (Siobhán Cusack)	November 2018 (v 3.0)	Section 7.2.2 – in: Medical Certification	Aligning text with that of procedure
Student Records and Examinations Office (Siobhán Cusack)	February 2019 (v4.0)	Sections 7, 9, 10, 11 & 19	Simplification, clarifications and aligning text with procedure. Noting ban on phones in Examination Halls
Dean of Graduate Studies (Ruth Ramsay) on behalf of Academic Graduate Studies Committee,	February 2021 (v6.0)	Section 20 and relevant clarifying editorial comments throughout	Incorporating Examination Appeals Process for Postgraduate Research Degrees
Graduate Studies Office (Áine Flynn), Student Records and Examinations Office (Siobhán Cusack) Prof. Stephen Byrne on behalf of the Registrar's Office	March 2022 (v7.0)	Section 5.12 – The responsible academic examiner or relevant nominee for the exam paper, must be available by telephone during the examination.	Method of facilitating exams has changed i.e. online/in person exams. This will allow for greater flexibility when answering multiple queries. The academic retains the right to attend in-person exams.
Jacqui Churcher – Exams Appeal Administrative Officer Academic Affairs and Governance Sarah Field Policy Support Officer	March 2022 (v8.0) September 2022 (v9.0)	Section 20.2.4 - Application to appeal an examination Sections 9.4.3; 9.5; 10.2.12; 10.3; 10.4; 10.5.1	Format of applying for an exam appeal has changed from paper based to online. Link to exam appeal application form updated. Aligning Plagiarism section of the Guide to the revised Plagiarism Policy
Student Records and Examinations Office / & Academic Secretary	March 2023 (v11.0)	Section 9. Addition of a definition of plagiarism which includes the use of AI writing tools.	Updating the policy to expand the definition of plagiarism to include the use of AI writing tools. #updating weblinks.

2818/2019 - to date	Guide to Examinations for Staff and Students - Document Approval and Review		
Subject Matter Experts/Committee	Document version	Amendment	Rationale for amendment
Student Records and Examinations Office / Graduate Studies Office, AC Graduate Studies Committee, Examination Appeals Committee	April 2023 (v12)	Section 20 research appeal of exam results.	Clarity in relation to research appeal of exam results and avoidance of GSO conflict of interest.
Student Records and Examinations Office /Academic Board b	November 2023 (v13)	Section 9. Plagiarism – Definition	Updating the policy to re definition of plagiarism and the use of AI writing tools.
External Examiner Sub Committee	January 2024 (v13.1)	Section 1.4 External Examiners. Update document numbering and formatting.	Include the changes to External Examiner visiting rules allowing more flexibility. Numbering and formatting consistency.
Plagiarism/Academic Integrity	June 2024 (v13.2)	Section 9. Plagiarism: Replacement of the text instead refer and link to the Academic Integrity for Examinations and Assessments Policy.	The Academic Integrity for Examinations and Assessments Policy is an update to the existing Plagiarism Policy which takes into account changes in local and national practise; recommendations from the National Academic Integrity Network (NAIN); and developments in generative A