Academic programme assessment policy and procedure		
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Academic programme assessment policy and procedure

Revision History

Revision	Date	Revision Description DCRT#	Originator
05	10 September 2009	Reference to relevant sections of HETAC policy on assessment and standards April 2009 and general editorial update. Specifically implementation of sectoral conventions. Substantial changes for noting • Postgraduate Diploma classified as Pass, Merit, Distinction, not Second class and First class honours • Taught Masters GPA for Second Class Honours band changed from 2.9 to 3.0	Registrar
06	9 August 2010	Update on modules that can be repeated (F and D grade) as per Academic Council meeting 29 April 2010, and minor technical amendments in line with business practice.	Registrar
07	19 September 2012	Major revision following Institute review	Registrar
08	9 April 2014	References to HETAC and FETAC replaced with QQI	QA Officer
09	27 June 2019	TU Dublin logo, corresponding amendments, and Regulatory Compliance in respect of Applied Social Studies in Social Care Programmes	Academic Quality Manager- Registrar's Office
10	26 September 2019	Amendment to minimum grades required for modules in Regulated Programmes in Applied Social Studies in Social Care.	Academic Quality Manager- Registrar's Office

1. Purpose

The purpose of this document is to define a fair and consistent policy for the assessment of learners in the University. This document is required under Section 9(m) of the Technological University Act 2018, and Section 45(3)(b) of the Qualifications and Quality Assurance (Education and Training) Act 2012.

2. Scope

This policy applies to:

– Examinations conducted in the University using grade point average marking schemes leading to awards conferred by Technological University Dublin (TU Dublin).

– Examinations taken by undergraduate and postgraduate students.

– Examinations taken while physically present in the University and to on-line assessments as prescribed.

3. Reference

– Technological Universities Act (Number 3) of 2018.

– Qualifications and Quality Assurance (Education and Training) Act 2012.

– QQI Assessment and Standards, Revised 2013. (https://www.qqi.ie/Publications/Publications/Assessment_and_Standards%20Revised%202013.pdf)

– AS05 Examination regulations.

– 3AS09 Policy on extern examiner reporting arrangements.

– 3AS15 Operating procedures for examination boards

– 3CD05 Course board policy and procedures.

– 4RAS04 Grade point average calculations.

– 3AS10 Examination script inspection and result recheck, review and appeal procedure.

– 3AS37 Procedure for developing programme and module assessment strategy

– 4RCD02 Approved course schedules.

– 4FAD11 Application for progression with less than 60 credits.

– 4FAS19 Request to amend examination broadsheet.

– 4FAS24 Application to retain Honours (or merit/distinction) award classification on exceptional grounds.

4. Definitions

– Learner assessment involves drawing inferences (by for example, judgement, estimation or evaluation) of a learners knowledge, skill and/or competence by comparison with agreed award standards, based on appropriate evidence.

– Learning outcomes required are specified by the Highre Education Award Standards as agreed and published by QQI (https://www.qqi.ie/Articles/Pages/HET-Awards-Standards.aspx).

– Standards are classified exclusively on the basis of criterion-referenced assessment of learning outcomes.

5. General requirements for examinations and awards

Only candidates who are in good standing with the University's admissions policies, attendance policies and registration and fee policies as approved by the Academic Council of the University, and who, in general, have met all course requirements, shall be considered at examination board meetings.

The granting of an award by the University shall be on the basis of performance of a candidate in examinations or other tests of knowledge or ability. Such examinations must have been set or prescribed by the University and must have been approved and monitored by External Examiners in accordance with procedures approved by the Academic Council of the University[1].

The term examination should be construed to include reference, as appropriate, to written, aural and oral examinations, assessment of coursework, practical skills assessment and project work. It should include examination of theses, dissertations and similar work, on-line assessments and such other forms of assessment of performance as may have been approved or prescribed by the Academic Council of the University.

Performance of candidates in examinations is considered for granting of an award on condition that the student complies with University examination regulations (3AS05), particularly in regard to honesty, impersonation, and plagiarism.

6. Course Schedule

A Course Schedule is a list of modules approved for study, which is determined for each student at the time of course validation. Where students register for a specific course, this suite of modules constitutes the Course Schedule for that student. Any special regulation that is indicated in an approved course schedule is deemed to apply to the examinations relating to that course[2]. The award conferred by the University is determined by reference to the approved course on which the student was registered.

Examination modules

The Approved Course Schedule (ACS) sets out the modules for each course that must be satisfactorily completed to be eligible for an award. Examination modules are categorised as Mandatory, Elective or group elective. The following provisions apply to the various categories of examination modules.

– Mandatory- each candidate must present and gain credits in mandatory examination modules.

– Elective- where the award structure consists of one or more mandatory examinations and several elective examination modules, each candidate must present and gain credits in all mandatory examination modules and in a prescribed number of elective examination modules. The number of elective examination modules required is prescribed in the ACS.

– Group elective- Where the course structure consists of one or more mandatory examination modules and several group elective examination modules, each candidate must present and gain credits in all mandatory examination modules and in the required number of group elective examination modules in the elective groups prescribed in the course schedule.

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[1] See University policy on external examiner reporting arrangements (3AS09)

[2] See List of approved course schedules (4RCD02 on document management system)

<u>Grade allocation and credits</u>

Student effort weighting is taken into account with the module credit allocation. The relative value of each examination element shall be as indicated in the course schedule. The minimum passing grade in each examination module is indicated on the broadsheet of results.

<u>Assessment and learning outcomes</u>

Assessment is conducted in the context of an assessment strategy for both the programme and individual modules, which is determined at the time of programme validation[3]. At module level, each published module description must specify the learning outcomes for the module. A clear indication of the linkages between each student assessment element, both continuous assessment and examination-based, and the defined module learning outcomes, is required. At programme level, a clear indication of the linkages between each module learning outcome and each defined programme learning outcome, is required[4].

<u>Assessment of joint projects</u>

Where two or more candidates present a joint project, the individual contribution and performance of each candidate may be assessed, and individual grades awarded accordingly.

<u>Assessment of linked modules</u>

Where two modules in sequential semesters within an academic year are conceptually linked (for example project 1 in semester 1 and project 2 in semester 2), an indicative grade returned at the end of semester 1 may subsequently be replaced with a revised grade consistent with performance over the two semesters.

7. Responsibility for examinations

The Registrar of the University shall have overall responsibility for the conduct of examinations in the University and shall, in particular, ensure effective implementation of procedures approved by the Academic Council of the University regarding conduct of examinations.

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[3] See 3AS37 Procedure for developing programme and module assessment strategy
[4] See http://courses.itb.ie/

8. Alphabetic grading system

The examination system uses an alphabetic grading system, which incorporates a calculation of an overall grade point average (GPA). This alphabetic grading scheme uses a specified number of credits at specific levels per award as its basis. This scheme applies to students following courses on a full-time basis (taking modules simultaneously with credits valued typically at 30 per semester or 60 per year) and in Accumulation of Credits and Certification of Standards (ACCS) mode (studying modules without restriction on the number of credits taken at one time).

The following list indicates the typical number and level of credits required to obtain an award. Precise programme requirements are listed in individual programme ACS.

Award	Format	Level 6	Level 7	Level 8	Level 9	Level 10
Higher Certificate	ab initio	120				
Ordinary Degree	ab initio		180			
	add on to Higher Certificate		60			
Honours Degree	ab initio			240		
	add on to Ordinary Degree			60		
Higher Diploma	ab initio			60		
Postgraduate Diploma	ab initio				60	
Masters	ab initio				60 - 90	
PhD						TBD

A grade, representative of the quality of a student's performance in a particular module shall be awarded at the end of each module for which a student is registered using the following categories:

Grade	Percentage band	Grade Point Value	Credits awarded	Indicative quality of performance
A	80-100	4.00	Yes	Excellent
B+	70-79	3.50	Yes	Very good
B	60-69	3.00	Yes	Good
B-	55-59	2.75	Yes	Above average
C+	50-54	2.50	Yes	Strong Pass
C	40-49	2.00	Yes	Pass
D	35-39	1.50	Yes	Compensatory Pass[5]
F	<35	0.00	No	Fail
PS	40+	-	Yes	Pass in pass/fail module (not used in GPA calculation)
FL	<40	-	No	Fail in pass/fail module (not used in GPA calculation)
I			No	Deferral of result/ work submission delayed by agreement
X			Yes	Student exempted from the requirements of the module because of previous equivalent learning (not used in GPA calculation)
W				Withdrew
NP				Not present/ work not submitted without agreement
WH				Withhold result

Grading employed is criterion-referenced (based on learning outcome criteria). Grades are never norm-referenced (no quota allocated for each grade class).

Attendance at class alone is not an appropriate basis for allocation of marks to a learner.

The aggregate performance of an individual student is represented by the GPA in the examination for each stage of the course followed. In order to determine the GPA, the following calculation is carried out.

- A grade point value (GPV) is assigned to the alphabetic grade a student has gained for each module, as listed above.

- The GPV is multiplied by the credits allocated to that module to arrive at a grade credit score for each module.

- The grade credit scores are then added together and divided by the credits for the level to arrive at the GPA.

In the case of a module being awarded a grade of PS or X, credits gained are not included in the calculation of GPA.

Indicative GPA

An indicative GPA is a GPA determined at any point in time within a stage based on the grade credit score at that time divided by credits attempted to date (excluding any module allocated a grade of PS or X).

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[5] Minimum performance at C Grade is required for modules in Regulated Programmes in Applied Social Studies in Social Care. Credits will Not be Awarded for the Compensatory Pass Grade in the Programmes

GPA for Award classification

The GPA for award classification is defined as the cumulative GPA for the award stage, unless defined in an alternative way in the ACS for a particular course. Examples of GPA calculations are included in the appropriate University procedure[6]

9. Award classifications

An inherent feature of this GPA system is that minimally acceptable performance in individual modules may be less than that required for the course as a whole provided that the weaker performance in those modules is compensated for by superior performance in the remaining modules.

In this alphabetic grading scheme while a D grade is the minimally acceptable performance in any individual module, an average performance at C grade (GPA of 2.0) over the entire course is required to pass an examination as a whole. Therefore, a D grade will need to be compensated for by sufficient grades C+ or higher in individual modules.

The GPA to be used when determining the classification of an award shall be the cumulative average of the GPA awarded for each module in the award stage of the course, unless specified otherwise in the approved course schedule.

The following classifications of awards, related to the National framework of qualifications (NFQ), may be recommended:

Higher Certificate (NFQ level 6) or Ordinary Degree (NFQ level 7) courses

To be eligible for an award at pass classification, a candidate must: -

- Satisfy all the examination requirements, credits and other requirements for the course as specified in their course schedule, and

- Pass the final examination by attaining a GPA of 2.0 or higher, in accordance with these marks and standards

To be eligible for consideration for an award of Merit or Distinction classification, a candidate must: -

- Satisfy all examination requirements, credits and other requirements for the course specified in their course schedule, and

- Pass the final examination in each module in accordance with these marks and standards at the first attempt, and

- Have attained a GPA in the award stage of the course in accordance with the requirements in the table below

Classification	GPA required	Indicative description
Pass	2.00	Attains all the minimum intended programme learning outcomes
Merit Grade 2	2.50	Pass and achievement is significantly beyond pass standard in some respects
Merit Grade 1	3.00	Pass and achievement is significantly beyond pass standard in many respects
Distinction	3.25	Pass and achievement is significantly and consistently beyond pass standard in most respects

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[6] See University procedure on grade point average calculations (4RAS04)

Normally, awards at Merit and Distinction may be awarded on the results of the final year examination only. However, any weighted contributions from previous years' examinations shall be indicated in the approved course schedule. At levels other than award level, classification will be at pass level only.

<u>Honours Bachelor Degree (NFQ level 8) or Higher Diploma (NFQ level 8) courses</u>

To be eligible for an award at pass classification, a candidate must: -

- – Satisfy all the examination requirements, credits and other requirements for the course as specified in their course schedule, and
- – Pass the final examination as a whole, by attaining a GPA of 2.0, in accordance with these marks and standards

To be eligible for consideration for an award at Honours classification, a candidate must: -

- – Satisfy all examination requirements, credits and other requirements for the course specified in the course schedule, and
- – Pass the final examination in each module in accordance with these marks and standards at the first attempt, and
- – Have attained a GPA in the award stage of the course in accordance with the requirements in the table below

Classification	GPA required	Indicative description
Pass	2.00	Attains all the minimum intended programme learning outcomes
Second class Honours, grade 2	2.50	Pass and achievement is significantly beyond pass standard in some respects
Second class Honours, grade 1	3.00	Pass and achievement is significantly beyond pass standard in many respects
First class Honours	3.25	Pass and achievement is significantly and consistently beyond pass standard in most respects

Normally, an award with Honours may be recommended on the results of the final examination only; however any weighted contributions from previous years' examinations shall be indicated in the course schedule.

<u>Postgraduate Diploma (NFQ level 9) courses</u>

To be eligible for an award at pass classification, a candidate must: -

- – Satisfy all the examination requirements, credits and other requirements for the course as specified in their course schedule, and
- – Pass the final examination as a whole, by attaining a GPA of 2.0, in accordance with these marks and standards

To be eligible for consideration for an award at Merit or Distinction classification, a candidate must: -

- – Satisfy all examination requirements, credits and other requirements for the course specified in the course schedule, and

– Pass the final examination in each module in accordance with these marks and standards at the first attempt, and

– Have attained a GPA in the award stage of the course in accordance with the requirements in the table below

Classification	GPA required	Indicative description
Pass	2.00	Attains all the minimum intended programme learning outcomes
Merit	3.00	Pass and achievement is significantly beyond pass standard in many respects
Distinction	3.25	Pass and achievement is significantly and consistently beyond pass standard in most respects

Master's Degree (Research) (NFQ level 9)

The Degree of Master (Research) is of Honours standard and is awarded without classification. In the case of successful candidates, the broadsheet of results should be annotated "Recommended" and signed by the examiner(s) concerned.

Master's Degree (Taught) (NFQ level 9)

The Degree of Master (Taught) may be awarded at Pass or Honours classifications (First class Honours and second class Honours).

To be eligible for consideration for the award of a Master's Degree (Taught) at pass classification, a candidate must:

– Satisfy all the examination and other requirements set for the course, and

– Pass the final examination as a whole, by attaining a GPA of 2.0, in accordance with these marks and standards

To be eligible for consideration for the award of a Master's Degree (Taught) at Honours classification, a candidate must:

– Satisfy all the examination and other requirements set for the course, and

– Pass the final examination in each module in accordance with these marks and standards at the first attempt, and

– Have attained a GPA in the award stage of the course in accordance with the requirements in the table below:

	GPA	Indicative description
Pass	2.00	Attains all the minimum intended programme learning outcomes
Second Class Honours	3.00	Pass and achievement is significantly beyond pass standard in many respects
First Class Honours	3.25	Pass and achievement is significantly and consistently beyond pass standard in most respects

Doctor of Philosophy (PhD) (NFQ level 10)

The Degree of Doctor of Philosophy (PhD) is awarded without classification. In the case of successful candidates, the broadsheet of results should be annotated "Recommended" and signed by the examiner(s) concerned.

In the event that a prescribed individual Doctor of Philosophy academic programme includes prescribed academic modules in addition to a traditional original research component (structured PhD), the academic modules are graded using the conventional alpha-grading system described above, with credits earned at the normal pass level (C). Compensation will not apply. The ultimate

Doctorate degree awarded will remain unclassified regardless of grades obtained in prescribed academic modules.

Other broadsheet categories

Any other overall result on examination broadsheets should be recorded in accordance with the following table:

Result code	Result
CE	Credits earned
ABS	Absent from examination
FAIL	Fail
DEF	Deferral of result(s)
WDRW	Withdrew from course
WHLD	Student's result(s) withheld
INC	Incompletion unavoidable and not caused by student's negligence (Indicative GPA published)

10. Progression arrangements

Students may progress from one level in the course to the next:
- In ACCS mode once all pre-requisite modules for a particular module have been satisfactorily completed.
- In full-time mode once all 60 credits at a particular level have been satisfactorily attained.

In exceptional circumstances, a full-time candidate may proceed to the subsequent level of a course provided at least 50 credits and a minimum GPA of 1.66 have been satisfactorily obtained at the level under examination. Progression under these circumstances will only be recommended where evidence of reasonable performance is offered, and the student avails of any opportunity to take scheduled repeat examinations. Candidates must repeat the outstanding modules before an examination board can accept the complete results of the subsequent level. The performance in a second or subsequent examination stage by a candidate who has been admitted under this procedure, will not be considered at subsequent examination board meetings unless the candidate has completed the requirements of the previous examination stage[7]. Where a learner progresses to the next stage of an individual programme with less than 60 credits, a single overall academic standing will be recorded and applied to both relevant stages. This academic standing classification will be manually allocated to both courses in the case of a learner progressing to a separate add-on degree with less than 60 credits in the award year of the previous programme.

11. Repeat examinations

Students may improve their grade in any module where a fail (F) or compensation pass (D) grade is obtained, by repeating that module. There is no restriction on the number of times a student may attempt a module to improve an F or D grade. Where a module examination is attempted by a student more than once, the best performance shall be reported.

It is University policy that all examinations of an individual module (initial sitting and repeat attempts) are of similar academic intensity and standard. It is University policy that in general, students participating in repeat examinations of a particular modular assessment do so under the same assessment criteria as for the first attempt. Thus, where continuous assessment is an integral part of the examination process, it may in some circumstances only be possible to repeat

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[7] See Application for progression with less than 60 credits (4FAD11)

continuous assessment following a September or January registration. As a consequence, it may not be possible to repeat some modules in an autumn sitting. Students may be required to attend throughout a subsequent semester and repeat all assessment components including all continuous assessment components.

Where it is possible to offer repeat attempts at continuous assessment, offering repeat attempts will be subject to timetable restrictions. Thus, it may not be possible to repeat specific modules in an autumn sitting. Specific determinations will be made by the course boards[8]. In the case of modules with a continuous assessment component, where an alternative assessment to the original continuous assessment events is deemed appropriate by the course board for supplemental examination in the autumn, alternative continuous assessment may be prescribed. Arrangements for such alternative continuous assessment or practical, project or laboratory examination shall be determined by course boards, and communicated to students.   Such determination will be subject to maintaining academic standards as indicated in the previous paragraph. In such a case, specific arrangements for appropriate re-distribution of marks for continuous assessment and final examination in autumn examinations will be determined by the course boards. All candidates taking autumn repeat examinations in a particular module will be subject to similar assessment conditions. It is the responsibility of the student to inform themselves of such requirements for repeat assessments. In the absence of communication to the contrary, all repeat assessments will constitute 100% final written examination.

12. Application to retain Honours award classification

Honours (or Merit/Distinction) award classification is normally granted when candidates meet the requirements for award classification in one single sitting (see section 9 above). This includes passing all modules and achieving the required GPA for the award classification in the first sitting. Thus, candidates may not repeat modules to increase their GPA in order to achieve an honours award classification.

In exceptional circumstances, candidates may apply to have an honours (or merit/distinction) award classification retained under specific conditions[9]. This application may be made where a learner obtains an appropriate GPA for an honours (or merit/distinction) award classification in the first sitting, but does not pass all modules, but meets all of the following criteria[10]:

- Obtained the required GPA for honours (or merit/distinction) classification in the first sitting of all modules. **AND**
- Obtained an F grade in no more than one module, up to a maximum of 10 credits, in the first sitting of an award year. **AND**
- Obtained a grade of D or better in the remaining module at the next available opportunity.

13. Return of examination marks/grades by internal examiners

A meeting of the programme/course board will agree module results for each student at the end of each semester. These results will be published as interim results.

The University reserves the right, for any reason, (personal, health, discipline, or otherwise) before, during or after the examination process to withhold presentation of the student's results to the Academic Council of the University. It is further a matter for the University whether it will present results from such a student again to Academic Council, and if it does so, under what circumstances.

The completed module marks sheet will include the following for each candidate:

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[8] See Course board policy and procedure (3CD05)

[9] 4FAS24 Application to retain Honours (or Merit/Distinction) award classification on exceptional grounds

[10] These arrangements are on a pilot basis and will be reviewed in September 2014.

- The allocation of marks for written, continuous assessment , and if relevant, oral, practical, and projects, in accordance with the terms of the course schedule;

- The overall total of marks or grade awarded to each candidate and agreed upon by the intern and extern examiners for that examination module. The actual mark must be returned; an equivalent alphabetic grade is optional, as this will subsequently be calculated electronically in the examinations office as described in section 8.

14. Meeting of board of examiners

Boards of examiners will consider results of students in full-time mode at the end of each complete stage[11]. Students participating in ACCS mode for single subject certification are considered after completion of each module. Such results once recommended to the awarding authority may not be adjusted at subsequent examination board meetings. All other result management procedures will be conducted by the course boards.

At meetings of boards of examiners, intern and extern examiners shall meet to determine the overall result of candidates and to agree award classification. They shall meet together as a board of examiners under the chairmanship of the Registrar, or by a member of the University's staff nominated for that purpose by the Registrar. Only those intern examiners who have participated in the examinations for a given award shall participate in the meeting of the board of examiners. In addition, the Registrar, Head of School and Head of Department concerned, and such extern examiners as the University shall deem appropriate, shall participate in the meeting of the board of examiners. A board of examiners may act notwithstanding the absence of one or more members, provided that the Chairperson of the board is satisfied that the meeting has been duly convened and that the members present at the meeting constitute an appropriate attendance for the proper discharge of the board's responsibilities.

The proceedings and deliberations of boards of examiners are strictly confidential. Under no circumstances should any person attending a meeting of a board of examiners disclose to any other person deliberations of the board or any document, information or opinion considered, conveyed or expressed at the meeting. The Chairperson of the board of examiners may, however, cause to be issued a provisional list of results, prior to approval by Academic Council. Only recorded decisions of the board of examiners meeting should be revealed, in accordance with University policy.

15. Broadsheets of results

At the meeting of the board of examiners, a broadsheet of results shall be endorsed which shall record the total marks or grades awarded to each candidate in each examination module. This broadsheet shall indicate in relation to each candidate's overall result, whether the candidate has passed, or has been awarded a higher classification.

Meetings of boards of examiners should allow for full and frank discussion of all borderline cases before a final decision is made. That final decision should be based on the cumulative evidence presented rather than on the view of one intern or extern examiner.

The broadsheet(s) of results shall be signed by the Chairperson and Secretary of the meeting, and by all of the examiners (extern and intern) present at the meeting that are involved in teaching the course.

Any necessary amendments to examination results required after the broadsheet of results is signed by the examiners must be recorded on form 4FAS19[12], and countersigned by the relevant Head of Department and the Registrar.

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[11] See 3AS15 Operating procedures for examination boards
[12] 4FAS19 Request to amend examination broadsheet

16. Borderline Cases

An examination board may consider as a borderline case, any candidate presenting for an award, whose performance is considered borderline. In general, a GPA may be considered borderline when it is within 0.10 of a pass classification, or 0.04 of a pass with merit, distinction, or honours classification. Such consideration may be given provided the candidate has achieved full credits in all the prescribed modules. Such a candidate may have their classification adjusted at the discretion of the examination board. An individual module grade adjustment is required to accommodate the mathematical calculation of the award classification to the intended outcome.

In semesterised courses, where students having obtained an F grade in a particular module show substantial improvement between semester 1 and semester 2 in modules in similar academic areas within a level, the board may, at their discretion, return a D grade as the semester 1 result. Substantial improvement would generally be considered as improvement by at least three grades (F to C+) between semester 1 and semester 2.

17. Carry forward of results

Modules passed at grade C or higher shall accrue for the purposes of granting of an award and need not be retaken. Where GPA is over 2.0, grades of D need not be retaken. Additional exemptions may be granted to a candidate in respect of additional examination modules passed by virtue of further attempts at the examination. The passing of a module at any examination is governed by the right of an University to admit or re-admit students to its examinations or to present or re-present such students for the purposes of conferring of awards.

18. Lists of results

Where recommendations emerge at a meeting of a board of examiners, the Chairperson of the board of examiners may cause a list of results to be issued by the University. The University will not issue a result in the case of any candidate whose result is withheld. Such candidates may not be included in any list of results issued by the University, nor should any information in relation to results be communicated to any such candidate pending an Academic Council decision thereon. Lists of results may be issued through electronic means,

19. Deferral of examination results

A board of examiners may, in the case of illness or bereavement or other serious situation, recommend that the final decision on a candidate's result be deferred to enable the candidate to complete specific outstanding requirements of the course or examination. As this recommendation can be significant in respect of the final award classification, such a recommendation may only be made when documentary evidence to support the request is available at the time of the examination board meeting. Only in exceptional cases will a recommendation of a deferral be made after the examination board meeting, and in such cases, the approval of the Registrar is required. This policy applies to all assessment events, including final written, continuous assessment events and all other assessment and assignment submissions required.

20. Examination recheck, review and appeals

The Academic Council of the University has approved procedures[13] for making application for a recheck or review of decisions of examination boards. Procedures are also approved to lodge an appeal of a decision made in respect of an application for an examination recheck or review. Where

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[13] See Examination script inspection and result recheck, review and appeal procedure (3AS10)

candidates dispute the results returned by an examination board, these procedures should be employed. Applications for recheck, review and appeal will only be entertained after results are published from an examination board meeting.

21. Conferring of award

When the Academic Council endorses the recommendations of a Board of Examiners, the results thereby approved shall be final and the list of candidates deemed eligible for awards will be generated.

Students wishing not to be conferred with their award must notify the University in writing.

A formal parchment recording achievement will be issued by the University following each conferring event. In the case of major, minor and special-purpose award certificates, individual module results will not be reported on formal parchments. However, separate transcripts of results will be produced with module results listed. In the case of single-subject certificates, individual module results will be reported. However, certificates will not be produced where the module grade recorded is an F or D grade.

The mechanism to obtain a copy of a European Diploma Supplement will also be communicated to learners.

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