

# Hibernia College Quality Framework

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



## 1 Introduction

### 1.1 Purpose and Parent Policy

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

### 1.2 Responsibilities

#### a. Student Responsibilities

- i. The student is responsible for requesting a discussion of their script in writing.

#### b. Staff Responsibilities

- i. The Programme Team are responsible for arranging the discussion of a script.

#### c. Faculty Responsibilities

- i. The Director of the Programme or nominee from the Faculty of the Programme is ultimately responsible for the implementation of the procedure.
- ii. The relevant assessor, or their nominee (where they are unavailable), is responsible for supervising the discussion of the script.

## 2 Procedure

### 2.1 Procedure for the Discussion of Examination scripts (or equivalent) with Assessors

#### a. Submitting a request for discussion with an examiner

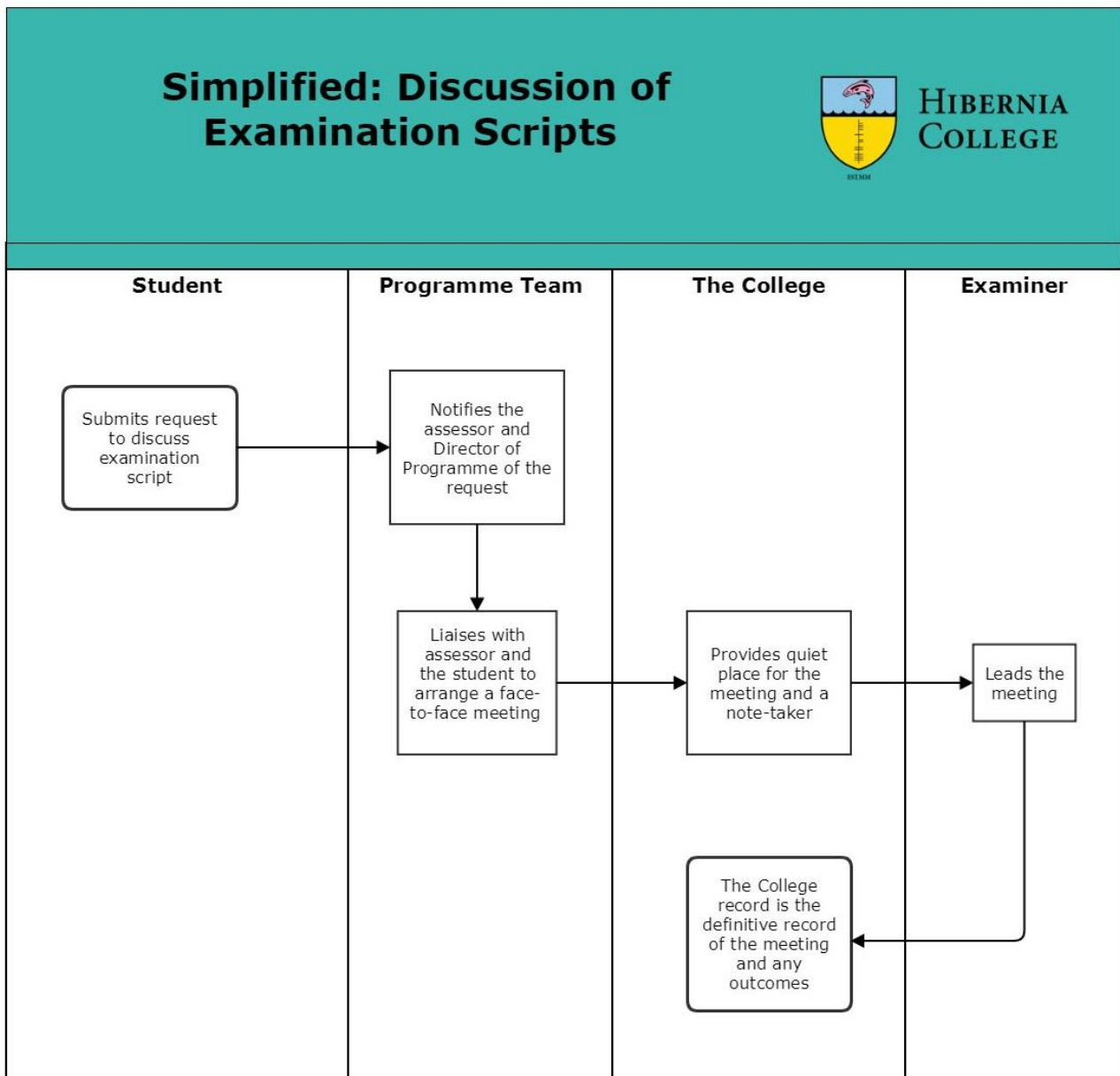
- i. The student submits the request in writing to the Programme Team.
- ii. The request must be submitted within five days of the release of the provisional assessment result to the student.
- iii. The Programme Team notifies the assessor and Director of the Programme of the request.

#### b. Arranging a discussion meeting

- i. The Programme Team member liaises with the assessor (or their nominee) and the student to arrange a meeting.
- ii. The meeting is a face-to-face meeting in Hibernia College.
- iii. The meeting takes place as soon as is practical and within 10 working days of the receipt of the request.

c. *Conducting the Discussion Meeting*

- i. The College provides:
  - A quiet private space for the student and examiner to meet
  - A note-taker who creates and circulates a written note of the meeting to include any outcomes, actions or points for further clarification.
- ii. The student may not bring any recording equipment into the meeting or take any materials or notes out of the meeting.
- iii. The examiner leads the meeting. The meeting begins and ends at the discretion of the examiner.
- iv. The College record of the meeting is the definitive record.



### 3 Document Control

Document Title	Procedure for Discussion of Examination Scripts (or Equivalent) with Assessors		
Author	Registrar		
Version	V.1	Adoption Date	28/06/2018
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Related Policies	<a href="#">Policy for Assessment, Grading and Certification</a> <a href="#">Policy for Appeals</a>		
Related Procedures			
Related Resources	<a href="#">Application for an Appeal</a>		