

Hibernia College Quality Framework

Procedure for the Review of a Provisional Assessment Decision



1 Introduction

1.1 Purpose and Parent Policy

This procedure sets out the steps for a student to seek a review of a provisional assessment decision under the *Policy for Appeals*. The procedure also supports implementation of the *Policy for Assessment, Grading and Certification*.

1.2 Responsibilities

a. Student responsibilities

- i. The student is responsible for seeking a review within the allotted timeframe.
- ii. The student is also responsible for providing verifiable evidence in support of their application.

b. Staff responsibilities

- i. Staff involved in the processing of a review application are required to process their decisions in a timely and transparent manner.

c. Faculty responsibilities

- i. The Registrar is responsible for the implementation of this procedure.
- ii. Faculty involved in reviewing a provisional assessment decision are required to uphold the principles for assessment and appeals set out in the *Policy for Assessment, Grading and Certification* and the *Policy for Appeals*.

2 Procedure

2.1 Procedure for the Review of a Provisional Assessment Decision

a. Two types of appeal

As indicated in the *Policy for Appeals*, learners may choose from one of the two following options when seeking to challenge a decision specified in paragraph 3.2a of the *Policy for Appeals*. **This document describes the process for a review – the first of these options.**

A **review** is an appeal where a learner formally requests the maker of a formal decision, or a person acting on their behalf, to review that decision, i.e. reconsider it in the light of concerns expressed by the appellant under one or more of the three grounds for appeal.

An **appeal** is where a learner formally requests that the decision or judgement of a lower authority is referred to a higher authority, that is the Appeals Committee, for the reconsideration of the decision or judgement in the light of concerns expressed by the appellant under one or more of the three grounds for appeal.

b. Submitting an application for a review

- i. The student submits an application in writing to the Office of the Registrar stating the grounds under which they are appealing the provisional assessment decision.
- ii. A completed application includes:
 - Verifiable evidence in support of the student's assertions
 - Payment of the appropriate fee (which is refunded if the review results in a revised grade).

c. Assessing the validity of the application

- i. The Registrar, or their nominee, assesses the application to determine if:
 - The submission is complete
 - Valid grounds are presented
 - There is appropriate verifiable evidence supplied in support of the application.
- ii. If the submission is deemed to either be incomplete or have no valid grounds or both, the student is notified of this in writing and the rationale for the decision.
- iii. If the submission is deemed complete and to have grounds, it is forwarded to the Director of Programme for consideration.

d. Review

- i. The Director of Programme, or nominee, considers the student's application and the original provisional assessment decision and determines if a different provisional assessment decision is required.
- ii. This may include a second grading of any piece of student effort.

e. Outcomes

- i. A review may result in:
 - A new grade, in which case, a new provisional assessment decision is released, accompanied by new feedback
 - No change in the grade, in which case, the student is informed of this fact in writing.
- ii. Where a review results in a revised grade, this fact is reported to the Board of Examiners.

f. Communications

- i. The Director of Programme communicates the decision in respect of the student's work to the Office of the Registrar.
- ii. The Office of the Registrar advises the student of the outcome and the right to appeal in respect of the conduct of the review only.

g. Right of appeal

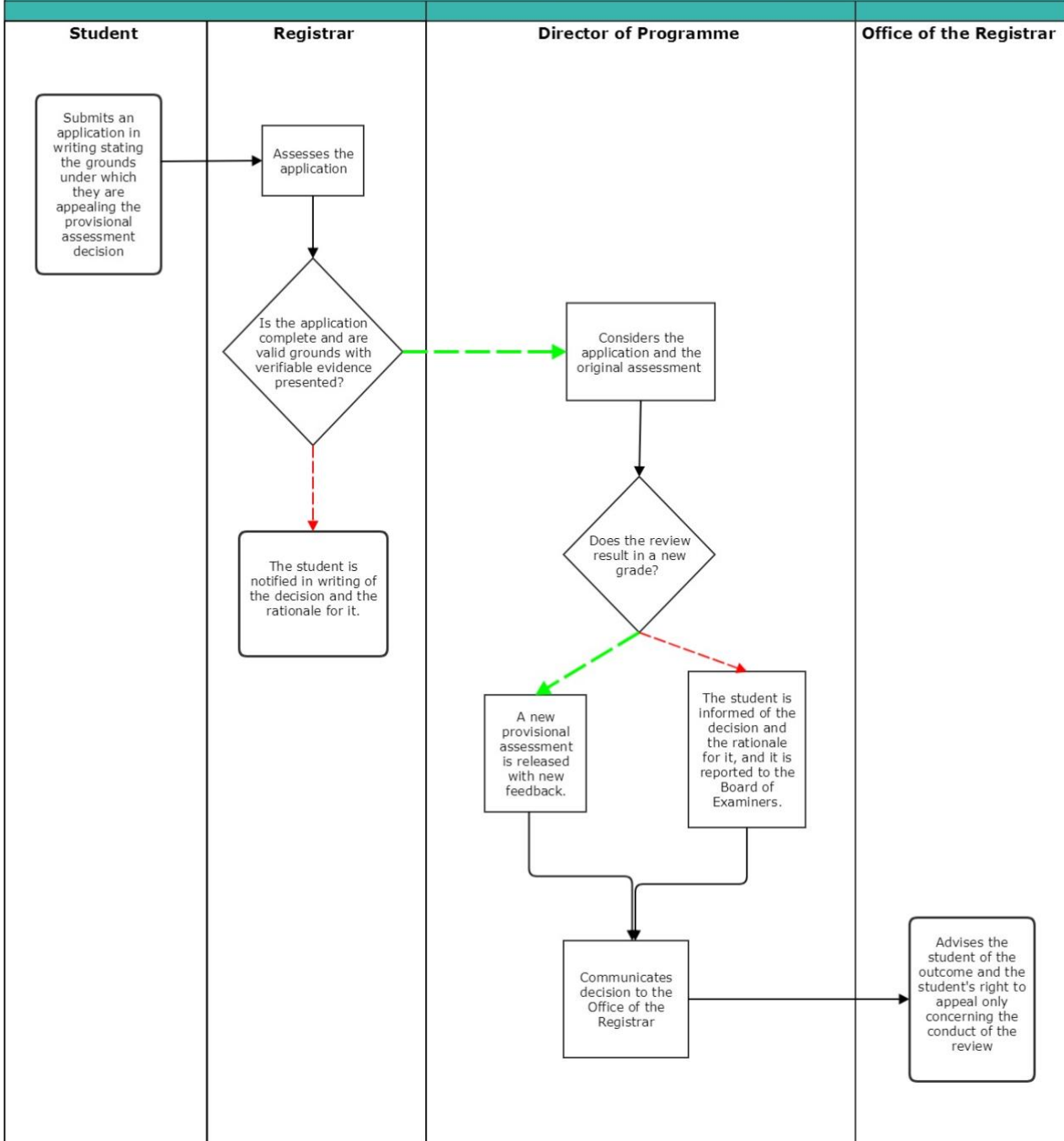
Where a provisional assessment decision is reviewed:

- i. The assessment decision cannot be appealed again under the *Policy for Appeals*. This means that where a component of a module result is reviewed, any appeal against the module result *cannot* include grounds relating to this decision.
- ii. The student has a right of appeal in respect of the conduct of the review, where grounds as specified in the *Policy for Appeals* are met.

Simplified: Review of a Provisional Assessment Decision



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3 Document Control

Document Title	Procedure for the Review of a Provisional Assessment Decision		
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Related Policies	Policy for Appeals Policy for Assessment, Grading and Certification		
Related Procedures	Procedure for Appealing a College Decision		
Related Resources	Application for a Review		