



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Policies and Procedures

Code: QA091

Title: Recheck of examination results.

Date: May 2024

1. Purpose

To advise students of the procedures for the rechecking of examination results. A recheck does not involve re-assessing your work. It is simply a check to make sure that all components of your work were properly included in the overall result. A recheck request can only be submitted on the publication of official ratified examination results.

2. Procedures for recheck of examination results

The University shall arrange a Consultation Day, to fall, in so far as possible, within ten days of issue of examination results, on which students may discuss their examination results with all Schools. (This arrangement to be in addition to any other arrangements which Schools may make.)

Students are advised to be aware of the difference between a recheck application (QA091) and an appeal application (QA235) and that both processes are independent of one another. There is no requirement for a student to apply for a formal recheck before making an exam appeal application or vice versa.

3. Procedures for a Recheck of Examination Results

- 3.1 Students may formally request the Examinations Office (on behalf of the Deputy President and Registrar) to arrange a check of their examination results following the Consultation Day (this date will be advised by the University). The specific deadlines will be as indicated on the Examinations Office website (www.universityofgalway.ie/exams). Recheck application deadlines are strictly applied and late applications will not be accepted under any circumstances.
- 3.2 The formal recheck shall ensure that all parts of the examination have been marked and that the mark awarded was correct; that no errors occurred in the recording, collating or combining of marks which determined the result. Note, a formal recheck does not entail a review of the exam or assessment content or the student's performance therein.
- 3.3 The Examinations Office (on behalf of the Deputy President and Registrar) shall communicate with the relevant Head of School or his/her nominee, who shall arrange to have the result checked as soon as possible.
- 3.4 The outcome of the checking of an examination result shall be communicated in writing by the Head of School, or his/her nominee, to the Examinations Office (on behalf of the Deputy President and Registrar) who shall inform the student concerned of the outcome without delay, and if a change in the result is

recommended, shall make the necessary arrangements to have the student's records amended.

- 3.6 There shall be a fee for the recheck of an examination result (details available from the Examinations Office website). A formal recheck cannot proceed until the appropriate fee has been paid.
- 3.7 Pending the outcome of a recheck, students are advised as follows:
- 3.7.1 A recheck may not necessarily be successful.
 - 3.7.2 Students should avail themselves of any opportunity to re-present for examination, on the understanding that a re-sitting of an examination would not prejudice their recheck in any way.
 - 3.7.3 The conferring of a degree, where relevant, may be deferred, pending the final outcome of the recheck.
 - 3.7.4 Students may submit only one recheck request in connection with a specific examination.
 - 3.7.5 The outcome of the exam recheck is final. Following the decision, a student may request to view all information concerning their recheck application.
 - 3.7.6 The recheck application fee for a module will be refunded if the outcome is to have the result amended.
- 3.8 Exam Recheck Outcome
- 3.8.1 No change to mark, a letter to student (university email account) informing them that the recheck outcome is that there is no change to the module mark.
 - 3.8.2 Change to module mark, a letter to student (university email account) informing them that the recheck outcome is a change to the module mark. The Examination Office will make the relevant marks change and inform the Records and Registration Office.
 - 3.8.3 Penalties arising from confirmed breaches of academic integrity should be appealed under QA220 Academic Integrity Policy and not QA235 Recheck of Examination Results.

4. Retention of Recheck Documentation

All documentation in relation to an exam recheck is retained by the Examinations Office for 13 months. After the retention period, all documentation is subject to confidential disposal.

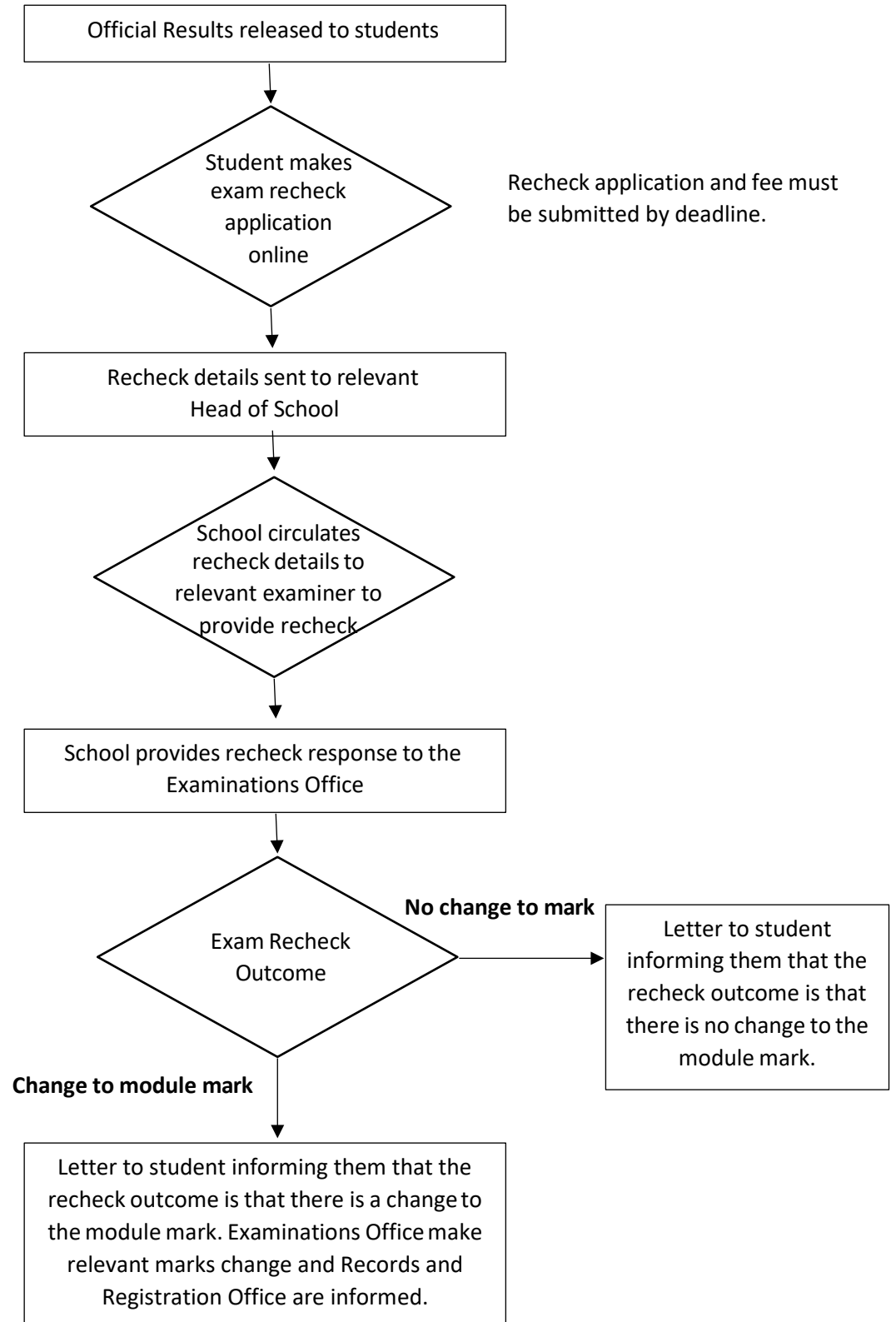
5. Data Protection

The University is committed to managing personal data properly – details available on the Data Protection website at <http://www.universityofgalway.ie/data-protection/>

Name	Responsibility
Deputy President and Registrar	Policy Owner
All students of University of Galway	Compliance with policy
Colleges/Schools/Module Owners	Deal with student queries in relation to feedback and assessment results Facilitate timely feedback on assessment and examinations
Examinations Office	Ensuring implementation of policy Monitoring and reporting compliance with the policy Revisions to the policy

Policy Approved at Academic Council:

Appendix 2: Exam Recheck Process Workflow





Code: QA153
Title: Equality Impact Assessment Guidelines ¹
Date: Pilot documents approved June 28th 2019. Mainstreaming approved October 15th 2020
Approval: Údarás na hOllscoile



Appendix 1 – Equality Impact Assessment Form

Policy Development/Review Equality Impact Assessment Form

Equality Impact Assessment (EIA) is a systematic and evidence-based process which verifies that the University’s policies and practices are non-discriminatory, and are fair and inclusive in meeting the legitimate needs of the diverse groups that make up the University community. The key purpose of the Equality Impact Assessment Guidelines and Form is to help identify any Equality, Diversity and Inclusion (EDI) impact (either positive or negative) associated with new or updated policies, along with any potential discrimination or gaps in policy development.

This form should be completed, with reference to the EIA Guidelines, and submitted for approval to the relevant governance body in advance of any policy development or major review of existing policy/practice. Equality impacts should continue to be considered throughout the policy drafting process (please see EIA Guidelines for details) and the completed Equality Impact Assessment Form should be signed and submitted again with the final policy/document for approval by the relevant approving body.

Section A: Initial Screening

Name of proposed policy/revised policy (name of policy or subject of review/decision)	QA235b Discussion of Rechecks for Examination Results
Purpose of proposed policy/revised policy (who is the intended target group?)	Students
College/School/Unit	All Colleges
Date	
Name(s) of assessor(s)	Prof. Pól Ó Dochartaigh, Ms Sally Connolly

¹This document draws significantly on similar work in UCD, The Royal Holloway, University of London and University of Cumbria.

STAGE 1 - Consider any potential impact (on staff, students and the public)

What is the potential impact on any of the following groups?

i.e. How might the proposal affect people from diverse backgrounds and circumstances, either adversely or beneficially? This includes both direct effects and other effects as an indirect consequence of the policy. Remember we need to:

- **Eliminate discrimination**
- **Promote equality of opportunity and treatment** of staff, students and other persons to whom we provide services
- **Protect human rights** of our members, staff, students and other persons to whom we provide services

Characteristics	Potentially Beneficial	Potentially Adverse	No Anticipated Impact	Evidence/explanation of this impact
Gender			X	
Civil Status			X	
Family Status			X	
Age			X	
Disability			X	
Race			X	
Sexual Orientation			X	
Religious Belief			X	
Membership of the Traveller Community			X	
Other e.g. part-time, fixed-term			X	

EIA screening outcome	Mark below as appropriate	Next step
No impact identified		Go to Stage 5 of the Guidelines (pg. 10)
Only beneficial impact identified		Go to Stage 5 of the Guidelines (pg. 10)
Potential negative impact identified		Go to Section B (below)

Section B: Detailed Assessment

STAGE 2 - Collecting the relevant data	
What evidence have you gathered to help you to assess the impact of this policy on particular groups? Please give details.	
What consultation has been undertaken as part of this Equality Impact Assessment? Please state who has been consulted, how and when.	
What were the results of the consultation? Please summarise.	

STAGE 3 - Analysing the evidence		
	No	Yes
a) Does the proposed policy have the potential to advance equality of opportunity and protect human rights?	<i>Go to Stage 3(b)</i>	<i>Please Explain and then proceed to Stage 3(b)</i>
b) Is there an adverse impact on any of the following protected characteristics or groups? <ul style="list-style-type: none"> • Gender • Civil Status • Family Status • Age • Disability • Race • Sexual Orientation • Religious Belief • Membership of Traveller Community • Other e.g. part-time, fixed-term 	<i>Go to Stage 5 of the Guidelines</i>	<i>Please Explain and then proceed to Stage 4</i>

STAGE 4 – Identify and address any adverse impact

<i>Characteristics</i>	Analyse the evidence Comment on evidence and potential impact	Eliminate or reduce any adverse impact Recommended actions or specific requirements (e.g. reasonable accommodations for disability)
Gender		
Civil Status		
Family Status		
Age		
Disability		
Race		
Sexual Orientation		

Religious Belief		
Membership of the Traveller Community		
Other e.g. part-time, fixed-term		

Stage 5 - Share results and keep evidence	Next steps
<p>Equality information published by the University (a legal requirement) must include evidence that we have paid 'due regard' to equality issues.</p>	<ul style="list-style-type: none"> • Send a digital copy of the completed EIA form and any attachments to the OVPED, so that the EIA can be kept (and published as appropriate): VPEqualityandDiversity@universityofgalway.ie. • A copy of the EIA should also be appended to the policy for the duration of the life of the policy. • Share the EIA results with the Trade Unions and/or Students' Union, as appropriate, as part of the normal consultation process • Keep a copy of the completed EIA form and any associated documents, emails, data, or information

Stage 6 – Monitor Actual Impact and Review Policy	Next Steps
<p>Equality Impact Assessment is an ongoing process that does not end once a policy has been agreed or implemented. This does not necessarily mean repeating the Equality Impact Assessment, but using the experience gained through implementation to check the findings and to make the necessary adjustments.</p> <p>At the proposed date of review, consider the actual impact of the policy taking into account any changes that have occurred (e.g. structural, organisational, demographic, customer requirements).</p>	<ul style="list-style-type: none"> • The policy should be reviewed at a future date which should be identified and clearly stated as part of the Equality Impact Assessment. The length of time between one analysis and the next will depend on the relevance of the policy to equality issues and any potential impact on groups with protected characteristics. • At the proposed date of review, consider the actual impact of the policy taking into account any changes that have occurred (e.g. structural, organisational, demographic, customer requirements).

Signed by the Chair of the Policy Development/Review Group:



Chair

15.02.2021