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V11: April 2023

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**THE FOLLOWING ARE THE PROCEDURES FOR THE DISCUSSION,  
CHECKING AND APPEAL OF EXAMINATION RESULTS.**

**THESE PROCEDURES SHALL BE IMPLEMENTED BY  
THE REGISTRAR**

**1. PROCEDURES FOR DISCUSSION OF EXAMINATION RESULTS**

Each Department or School will make provision to allow students to discuss their examination results with the Department within ten days of the publication of examination results. Following the Summer and Autumn examination boards, this will normally be done on an agreed date to facilitate students wishing to consult multiple departments.

**2. PROCEDURES FOR CHECKING OF EXAMINATION RESULTS**

- (i) Students may formally request a check of their examination results by sending a completed Examination Result Recheck Request form (Form RE2) which is available on the Registrar's website at <https://www.maynoothuniversity.ie/registrar/examination-recheck>  
The request for a recheck of results should be sent to the Office of the Registrar and must be received within **two weeks** from the date of publication of examination results or in exceptional circumstances, within such extended period as allowed by the President of the University.
- (ii) The Registrar shall communicate with the relevant Head of Department or his/her nominee, who shall arrange to have the result checked as soon as possible. The formal check shall ensure that all parts of the examination have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result. It should be noted that the recheck does not involve a re-assessment of the work, or alter any academic judgement made in assessment.
- (iii) The outcome of the checking of an examination result shall be communicated in writing by the Head of Department, or his/her nominee, to the Registrar who shall, if a change in the result is recommended, make the necessary arrangements to have the result amended, and inform the student concerned without delay.
- (iv) There shall be a **fee** for the checking of an examination result, which will be **€25.00 per subject**.

### 3. PROCEDURES FOR APPEAL OF EXAMINATION RESULTS

#### 3.1 Grounds for Appeal:

An appeal of an examination result shall be considered

- (a) if there is evidence of substantive irregularity in the conduct of the examination
- (b) if there are circumstances which the Programme Examination Board was not aware of when its decision was taken.

**Please note:**

- Students who are appealing under ground 3.1 (b) above must outline the steps taken to notify the Department concerned of the circumstances relevant to their appeal, and the response to any such notification. If no steps were taken in this regard, please explain why this was the case.

#### 3.2 Appeal Procedures

- (i) A student who wishes to appeal an examination result must do so in writing, setting out the grounds for the appeal in full to the Registrar, within **three weeks** of the publication of the examination results. A completed Examination Appeal Form, available on the Registry website, must also be submitted along with the detailed statement. There shall be a fee for an examination appeal, which will be **€60.00 per subject**.
- (ii) Upon receipt of a written appeal, the Registrar shall refer the matter to the Examination Appeals Board, and shall inform the relevant Head(s) of Department(s) that an appeal has been lodged.
- (iii) Pending the outcome of an appeal, students should be advised as follows:
  - (a) An appeal may not necessarily be successful.
  - (b) Students should avail themselves of any opportunity to re-present for examination, on the understanding that a re-sitting of an examination will not prejudice their appeal in any way.
  - (c) The conferring of a degree, where relevant, may be deferred, pending the final outcome of the appeal.

#### 3.3 Examination Appeals Board

- (i) The Academic Council shall appoint five members to the Examination Appeals Board. Four of the members shall be members of the Academic Council, appointed by the Academic Council, one of whom shall be appointed Chairperson. The fifth member shall be a person from outside the University, preferably a practising lawyer. The Registrar shall not be a member of the Board.

- (ii) The Academic Council shall appoint four of its members to be alternate members of the Examination Appeals Board. One or more of the alternate members shall deputise in the event of the unavoidable absence of one or more, respectively, of the members of the Board or in the event of the involvement of one or more of the members in the appeal being considered. The President of the University may, on the request of the Chairperson of the Board, appoint additional alternate members provided that such appointments shall lapse unless ratified by the next meeting of the Academic Council.
- (iii) In addition, each of the Faculties will each elect one representative and one alternate representative, who will sit on the Examinations Appeals Board as full members. It will be expected, but not a necessary condition for reaching a quorum, that at least one representative from each Faculty will attend every Board meeting. Elections at Faculty will take place in the Faculty meetings preceding the meeting of Academic Council at which a new Board is appointed.
- (iv) The quorum for any meeting of the Board shall be four members.
- (v) The Examination Appeals Board shall consider the appeal on the grounds on which it is based, and shall, as appropriate, consult with the internal and external examiner(s). The Examination Appeals Board shall determine the appeal by giving a decision. The Chairperson of the Board shall inform the appellant of the outcome of his/her appeal. The Examination Appeals Board shall inform the Academic Council regarding the outcome of the appeal.