

8.9 Discussion of Examination Scripts Policy

Title:	Discussion of Examination Scripts Policy
Responsibility:	Assessment and Regulations Manager
Implemented by:	Assessment and Regulations Manager Lecturers
Updated by:	Director of Academic Affairs
Circulated for consideration to:	Programme Leaders Assessment and Regulations Manager Head of Academic Enhancement Schools Executive Board
Version number:	2016/1
Review date:	2019

Unlike in the case of continuous assessments and project work, DBS does not automatically provide feedback to learners on their performance in an examination. Where a learner wishes to avail of the opportunity to secure feedback on examination performance they are entitled to view their examination scripts and discuss them with the examiner or the Assessment and Regulations Manager where the examiner is not available.

This policy applies to all formal, written examinations undertaken by learners on programmes leading to QQI awards. In that regard all examiners of said programmes are reasonably expected to be available to meet with learners to discuss their examination script. This policy does not apply to continuous assessments, projects or other assessment work including in-class tests. In such cases feedback is provided automatically as part of the assessment process and where a learner requires further feedback they are required to contact the examiner directly to arrange this.

Viewing examination scripts is intended as a means of enabling a learner to secure assessment feedback to contribute to their academic progress and development. This is particularly important for those learners who are required to repeat an examination due to failure. The viewing of examination scripts under this policy does not form or inform any verification or appeal process where a learner wishes to question the accuracy of a mark or the outcome of the assessment process.

In order to play an effective role in contributing to the academic development of the learner DBS will seek to ensure that all requests to view examination scripts are processed in a timely manner. Learners should not wait longer than one calendar month following submission of their request, with the exception of cases where the learner script may have been forwarded off site to an appointed External Examiner.

DBS will endeavor for the examiner who marked the script to be available to discuss the examination script and result with the learner in question. However, DBS reserves the right to arrange for an alternative examiner, moderator or the Programme Leader to host the discussion.

Where examinations take place remotely or the learner is located remotely to where the script is stored (due to returning to their home town or country, or due to undertaking a programme of online learning if applicable) alternative arrangements may be made for a telephone discussion or additional written feedback to be provided with the learner having the right to raise further questions for clarification.

The feedback provided by the examiner or nominee to the learner is intended to facilitate a more detailed understanding of the mark awarded and assist in identifying areas for further improvement. This should include the examiner, or nominee, identifying where the learning outcomes were satisfied, where they were exceeded and where they were not addressed or not fully addressed.

8.9.1 Procedures for Viewing Examination Scripts

All learners are entitled to view their corrected examination scripts.

Applications to view corrected examinations scripts must be submitted to Exams@dbb.ie not later than seven working days after the date of the publication of results or in the case of an unsuccessful appeal, not later than seven working days after the date of the publication of the result of the appeal.

The application must be made in writing using the relevant “Application to View Scripts” form (F8.10) which is available on the “Current Students” page of the DBS website.

The learner will receive acknowledgement of receipt of their application within 5 working days. Arrangements will be made for the learner to meet with the examiner and discuss the examination script and result within not more than one calendar month of the date of application.

Where a physical meeting is not feasible, arrangements will be made for a telephone or email exchange to provide the additional feedback required.

The learner can reasonably expect a minimum of 3 working days’ notice of the examination script discussion meeting.

Where a learner requires the meeting to be rescheduled this will be arranged on request once. Any subsequent re-arrangement is at the discretion of the College and the examiner concerned. The College is not obliged to provide subsequent opportunities.

Inability to attend a rescheduled meeting will result in additional feedback being issued in writing from the examiner to the learner and the process will be terminated at that point.

The discussion meeting will take place in DBS premises, or other location as specified by the College. This will usually be the normal place of delivery for the programme concerned. Discussion

arrangements can be organised by telephone or by email but will not include sharing of the examination script or images of same.

In the case of discussions taking place by e-mail, the examiner will provide initial feedback on each aspect of the examination paper. The learner will then have a window of 5 working days to identify any further points of clarification for the examiner to respond to. Communications within the 5 working days should not be excessive but are not explicitly limited. An examiner may wait until the end of the 5 day period to respond to all clarification requests together. In such cases, the response should be provided in the subsequent 5 working days.

Only the registered learner may view the examination script and only on production of a valid DBS student card.

Learners may view their scripts in the presence of the examiner or nominee.

Learners may not be accompanied except in the case of those learners who have been identified as requiring additional support to assist with communication e.g. sign language interpreter

Learners may not annotate, take an image of, or remove any examination material.

Learners are not permitted to take notes or to record the meeting in any format. If written clarification of the feedback provided is required this should be requested from the examiner who is reasonably expected to oblige.