

8.10 Verification of an Assessment Result Policy

Title:	Verification of an Assessment Result Policy
Responsibility:	Assessment And Regulations Manager
Implemented by:	Assessment and Regulations Manager
Updated by:	Director of Academic Affairs
Circulated for consideration to:	<p>Programme Leaders</p> <p>Head of Academic Affairs</p> <p>Head of School</p> <p>Assessment and Regulations Manager</p> <p>Head of Academic Enhancement</p> <p>Schools Executive Board</p>
Version number:	2016/1
Review date:	2019

This policy is implemented to satisfy the QQI requirement that providers must determine the procedures for dealing with requests for a recheck of an assessment and the recording of component scores for a module.

DBS offers all learners undertaking programmes leading to a QQI award entitlement to seek verification of an assessment result and the accurate recording of all component marks and the overall mark.

A verification request may be submitted in respect of any assessment tool e.g. continuous assessment, examination, project etc.

A verification is the re-checking of the accuracy of the calculation and recording of marks throughout the assessment process in respect of the assessment in question.

Learners are advised that a verification is an administrative rechecking process and is not an appeal of an assessment result.

Learners are advised that an assessment result may remain unchanged, go up as well as go down as a result of a verification application.

It is the learner's responsibility to be aware of the correct procedure, timeframe and communication means for requesting a verification of an assessment result.

The Assessment and Regulations Manager is responsible for ensuring appropriate checks are carried out in response to a verification request and, where applicable, corrective action taken to accurately record a result that has been incorrectly recorded.

8.10.1 Procedures for Applying for a Verification

A request for verification must be submitted within 7 days of the formal publication of results.

A request for verification must be submitted in writing using the correct form (F8.11) available from the DBS student website and may only be submitted by the learner concerned.

All requests must be submitted to the Exams Office and must be accompanied by proof of payment of the appropriate per module fee.

Any application does not comply with the requirements outlined within this policy will not be accepted and may result in the entitlement to a verification considered expired.

Upon receipt of the verification request, the Assessment and Regulations Manager will arrange for the appropriate rechecking of the assessments concerned.

The learner will be notified of the outcome of the verification process normally in not more than 5 working days following the deadline for submission of applications. Where a learner requests multiple verifications this may impact on the ability to respond within the proposed timeframe.

All verifications will be carried out in a timely manner and responded to as a priority.

Where the outcome of the verification process identifies an inaccuracy of greater than 1% (or less if it impacts on a borderline) the verification fee for the assessment in question will be reimbursed in full.

The learner will be notified in writing of the outcome of the verification process.

The outcome of the recheck is the final grade recorded. No further recheck opportunity will be granted.