

Repeat Examination Procedure

Area Code:	EXAM
Author:	Niamh Doddy
Head of Function responsible:	VP Academic Affairs and Registrar
Approving Authority:	VP Academic Affairs and Registrar Academic Council

1. Purpose of Document

To outline the procedure for registration and communication of repeat examinations, projects and other repeat requirements.

2. Scope

The procedure applies to students with failed elements who are required to register to repeat an examination, project or other repeat requirements. It also applies to lecturing staff who are required to complete the digital Project Book as listed in Marks and Standards section A2.4

3. Reference Documents

Marks and Standards

EXAM019 Deferral of Module Procedure

4. Procedure Description

Assessment may take the form of terminal exam and/or continuous assessment. Continuous assessments come in a variety of forms, including practicals, projects, reports, essays, oral presentations, laboratory work, workshops or class tests.

In the context of this procedure 'exams' includes any of these elements. Irrespective of the element failed, a student must register to repeat that module in order for their repeat work to be considered by the exam board.

The procedures are set out below for

- Students repeating exams within the current academic year
- Students repeating exams that have previously been deferred

- Students repeating exams that were failed in a previous academic year
- Students that have been asked to repeat attend a module
- Communication of repeat requirements

4.1 Students repeating exams in the current academic year

Students with a failed result(s) from semester 1 and semester 2 must register to repeat the examination/repeat requirement at the next available sitting/submission which is August in that academic year. Results released after the semester 1 Exam session are provisional. Exams released after the semester 2 session are final.

After the final results are issued in June, students must register online to repeat **any failed modules(s)** from both semester 1 and 2 as follows.

- Access the student results online via the IT Sligo website examinations page use the 'results login' to open the Secure Area
- After each failed element listed, there is a link available to register to repeat this module in August.
- A charge of €50 which covers the fee for one or all of the failed module elements (not a charge for each failed element) is added to the student account.
- The student will continue to have access to any related Moodle Pages 24hours until after the Autumn exam sessions are complete.

4.2 Students repeating examinations that have previously been deferred

Once a deferral application (see EXAM019 Deferral procedure) has been processed and approved, a deferral fee is applied to the student's account. This fee includes the registration fee for the deferred module(s). The student is automatically registered by the examinations office, for all deferred modules, for the next available sitting which is August.

The student will continue to have access to any related Moodle Pages 24hours until after the Autumn exam sessions are complete

4.3 Students repeating failed examinations from a previous academic year

Students who have failed an examination from previous academic year(s) but wish to register and repeat the exam / assessment in the current academic year, must contact their head of department/lecturer of their intention to repeat. This is in the event, that the module may have been changed due to programmatic review.

Once the module name and code has been confirmed, the student will need to contact the examinations office of their intention to repeat. Email examinations@itsligo.ie . The examinations office will register the student for the repeat module and apply the repeat registration fee of €50 to the student account. The student can then login to their account and pay the fee online.

The student must also clarify the repeat requirements with the lecturer. It is the responsibility of the student to communicate with the lecturer to confirm the repeat requirements.

The student will have access to any related Moodle Pages 24 hours after the registration is processed.

4.4 Students who have been requested to 'Repeat Attend'

A student may not repeat an examination and/or continuous assessment in the Autumn sitting if a requirement of repeat attend is stipulated by the P&A Board.

Students who have to repeat attend and are not progressing to the following year.

- The student should register for the repeat modules directly with the admission office. It is advisable to bring the communication from the School to identify the correct modules. For practical modules the student may be asked to provide confirmation from the Head of Department that there is enough capacity/space to register.

Students who wish to carry a repeat attend module into the following academic year.

- The student should communicate with the Head of Department to confirm if it is possible to repeat attend the module. This can be communicated directly to the Admissions office by email. The student can then register for the repeat modules in the admissions office bringing with them the original communication from the School to identify the correct modules.

4.5 Communication of repeat requirements

In the event of completion of outstanding assessment items being required of a candidate in order to fulfil the requirements of a module, apart from a terminal examination, the lecturer must clearly indicate such requirement in the digital Project Book (EXAM036_001 Project Book Form). This book must be completed after each exam board, including the Autumn Boards.

Deadlines and other submission instructions for such requirements are indicated within the digital Project Book by the lecturer. Electronic submission e.g. through moodle is the preferred method of submission.

The target deadline for completing the digital Project Book is 14 days after the last exam board.

The target deadline for submission of all repeat work is the same day as the last repeat exam per the academic calendar.

This information must then be communicated to the candidate by the examinations office. These are sent by email in March for Semester 1; in July for Semester 2; in October for Autumn repeats. Where a student is required to repeat attend a full semester, this will be communicated by the school / faculty directly.

4.6 Payments of fees

All repeat exam fees on the student account must be paid in full, online before a student can access their results after the semester 1 or semester 2 exams.

All outstanding fees on the student account must be paid in full, online before the 31st August. If fees are not paid by this date a student may not be able to access their results and may not be included in the graduation list and graduation ceremony for that academic year.

5. Records generated by this Policy

Records of student grades, registration and student accounts are maintained electronically.

6. Measurement of Effectiveness of this procedure

None applicable.

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure	12/06/20	Approved by academic council