

## STATUTE 12.3 - CONDUCT OF ASSESSMENT

### Interpretation

12.3.1 (1) In this statute, unless the contrary intention appears-

‘**grade structure**’ means the system of representation of a range of results approved by the Board in accordance with which the results of assessment are to be returned;

‘**return**’ means a report on the assessment of a student in a subject and includes a report in the form of a class list.

- (2) The requirements in this statute for publication in a form readily accessible to students is satisfied by displaying a copy of the appropriate document on faculty and departmental notice boards.

### Conduct of assessment - generally

12.3.2 (1) Subject to these statutes, examiners and examination boards must carry out assessment in accordance with the directions of the Board which must be published by the academic registrar, from time to time, in a form readily accessible to students.

- (2) Any person who is returned by an examiner or examination board as having attained honours in a subject may be placed in the class list for that subject.

### Determination of components of assessment by examination boards

12.3.3 Subject to the details of assessment contained in the details of subjects and to any directions by the Board or by the dean of the appropriate faculty, the examination board in each subject must, in each year in which performance in the subject is to be assessed, determine-

- (a) the components of assessment;
- (b) the appropriate length or extent, by whatever measure is appropriate, of each component of assessment;
- (c) the approximate date by which each component of assessment is to be performed or submitted, as the case may be;
- (d) the proportion of the total marks or the relative value to be assigned to each component of assessment; and
- (e) if it thinks fit, a standard deduction of marks for submission of work out of time, and must publish in a form readily accessible to students of the subject, not later than two weeks after commencement of teaching in the subject, any determination made under this section.

### Determination and publication of grade structures

12.3.4 (1) Before commencement of the first semester, each faculty must determine the grade structure for each subject pertaining to the faculty or which has been assigned for administrative purposes to the faculty.

- (2) Each faculty must publish each grade structure determined under sub-section (1) in a form readily accessible to students of the subject not later than two weeks after commencement of teaching in the subject.
- (3) Notwithstanding any determination under sub-section (1), any student presenting for assessment at a grade higher than pass is to be returned as having passed in the subject if the examiners are of the opinion that the student has merited a pass.

### Duties of examiners

12.3.5 (1) The examiners in each subject must, in each year the subject is to be examined-

- (a) define the content of each component of assessment and prepare any questions or other materials required for examinations, essays, tests or other components of assessment;
- (b) prepare and publish to students in an appropriate manner, notice of any rule made or direction given under section 10 of Statute 12.2
- (c) administer to students the prepared components of assessment and assess the performance of students in each component; and

- (d) prepare, administer to students and assess the performance of students in any further components of assessment required under section 1 of Statute 12.4.
- (2) A nominee of the chairperson of the examination board ('the nominee') must be present in the examination room during the reading time allowed for the examination in order to respond to student enquiries.
- (3) The nominee must be available by telephone for the duration of the examination in order to respond to student enquiries.

**Duties of examination boards**

12.3.6 Subject to any directions given by the Board or the dean of the appropriate faculty, the examination board in each subject must-

- (a) take action as necessary to co-ordinate the administration of components of assessment and ensure, as far as practicable, that each examiner and assistant marker in the subject applies the same standard in marking;
- (b) decide whether each student to be assessed has passed or otherwise satisfied the examiners and the grade to be awarded to the student; and
- (c) take any action under section 6 of Statute 12.4 it thinks fit.

**Report by the dean**

12.3.7 A dean who takes any action or gives a direction under this statute must report the action taken or direction given to the next ensuing meeting of the faculty.

**Procedure for assessment**

- 12.3.8 (1) A student may not be returned as having failed or not satisfied the examiners in a subject unless two members of the examination board have independently satisfied themselves in accordance with sub-section (2) that the student's performance in the subject as a whole is below pass standard.
- (2) For the purposes of sub-section (1)-
- (a) the two members of the examination board must-
    - (i) independently consider the marks or grades of the student in each component of assessment in the subject;
    - (ii) satisfy themselves that each component of assessment in which the student has failed has been marked by two examiners or assistant markers at least one of whom is a member of the examination board;
    - (iii) be entitled, at their discretion, to re-mark any component of assessment; and
    - (iv) independently determine, after considering the student's performance in all the assessed components of the subject, whether to administer any further component of assessment;
  - (b) if assessment in a subject includes more than one component of the same kind, the requirements of sub-paragraph 2(a)(ii) are satisfied if different markers, at least one of whom is a member of the examination board, have independently assessed the performance in different components of that kind; and
  - (c) if one member of the examination board decides to administer a further component of assessment under sub-paragraph 2(a)(iv), the decision is binding unless reversed by at least two members of the examination board.

**Academic registrar to publish directions on procedure for assessment**

12.3.9 The Board must decide upon and the academic registrar must publish, from time to time, in a form readily accessible to students, general directions on the procedure for assessment with particular reference to-

- (a) oral components of assessment;
- (b) practical components of assessment;
- (c) work submitted during the year; and
- (d) components of assessment that shall be regarded as being of the same kind.

**Publication of results**

12.3.10 (1) Returns of the final results of assessment in a form specified by the academic registrar must be forwarded to, and retained by, the academic registrar.

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- (2) (a) The academic registrar must, after being satisfied that security measures have been established to protect data confidential to each student, provide notification of all results of assessment by their publication by whatever electronic means is approved by the Board for the purpose from time to time.
  - (b) The academic registrar may determine that certain categories of students are to be provided with a written copy of results and assessment in which case the academic registrar must forward a written copy of results and assessment to these students at or about the time they are also published electronically.
  - (c) Written notification of the results of assessment must be provided at the completion of each student's course.
  - (d) Written notification must be made to the student's last known address as recorded on the Student Administration computer system and must be regarded as having been received at the time when it would have been received by the student in the ordinary course of the post.

**Qualifications for outside bodies**

- 12.3.11 (1) A person who successfully attempts studies in a course offered by the University which studies are determined by a body outside the University to be a qualification for the purposes of that body is entitled to receive from the University a certificate stating that such studies have been satisfactorily undertaken.
- (2) The form of the certificate must be approved by the Council from time to time.

**Errors in recording of results**

- 12.3.12 (1) Subject to sub-section (2), if it is found after publication of a result of assessment that an error has been made in the recording of that result, whether in the examination return or in the office of the academic registrar or on publication, a return of the correct result in a form to be prescribed by the academic registrar must be signed by the chairperson of the examination board and notified to the student in accordance with sub-section 12.3.10(2).
- (2) Sub-section (1) applies only with the consent of the Board in any case where an error is made in the recording of a result and-
- (a) the result achieved by the student in the assessment is lower than the recorded results; and
  - (b) the error is not discovered before the first day of the academic year following the year in which the assessment took place.

[s. 10(5) en. 21/5/96, s. 10(2) am. and ss. 10(3), (4) and (5) repealed 1/9/97,  
s. 5(2) and (3) en. 6/11/00, s.12.3.10(2) subst. 3/03/03., am approved by Minister 13/3/08.]