



# Mary Immaculate College, St. Patrick's Campus, Thurles

## Marks and Standards

### Revision History

Revision	Revision Description	Approved
02 Nov 2011	Repeat TP Regulation	UL Ac C o
12 Dec 2012	Annual Repeats Appeals Procedure	UL Ac.Co
12 September	Appendix Marks and Standards Year 1 2013/14 Year 2 2014/15 Year 3 2015/16 Year 4 2016/17	UL AC 2 October 2013
May 2014	Provision for a further intake of students in September 2014.	UL Academic Council 18 June 2014
March 2016	Note regarding incorporation of SPC into MIC	for ARC March 2016

# **Marks and Standards for**

**For all students, who commenced their programme of study  
prior to the Academic year 2016/17**



# **Mary Immaculate College, St. Patrick's Campus, Thurles Marks and Standards**

TH002 B.A. in Education, Business Studies and Accounting

TH003 – B.A. in Education, Business Studies and Religious Studies

TH004 - B.A. in Education, Irish and Religious Studies

TH005 – B.A. in Education, Irish and Business Studies

For all students, who commenced their programme of study prior to the academic year 2016/17. These Marks and Standards have been approved by the Academic Council of the University of Limerick.

These Marks and Standards are supported by the programme documents, which are approved by the Academic Council of the University of Limerick, the examination regulations, continuous assessment regulations and the teaching practice regulations which are determined from time to time by the Academic Council of the College.

The Vice President Academic & Registrar of the University of Limerick or his/her nominee shall, from time to time, convene the Academic Regulations Committee for the purpose of reviewing the application and interpretation of the academic regulations and associated marks and standards and supporting procedures with a view to making recommendations, as appropriate, to the Academic Council.

From September 2016 the functions and responsibilities of the University of Limerick in monitoring and approving programmes of study and the chairing of the Examination Board meetings, at St. Patrick's College, will transfer to Mary Immaculate College. The functions and responsibilities of St. Patrick's College will also transfer to Mary Immaculate College from this date.

## **Interpretation**

Where a dispute arises in interpreting the Academic Regulations / Marks and Standards the Vice President Academic and Registrar, University of Limerick or his/her nominee shall be the final arbiter.

## **General Marks and Standards:**

### **Deferral/Progression**

Where a candidate is ineligible to progress the Examination Board may recommend that the candidate be granted an exit award at certificate, diploma or degree level. It will not be possible for candidates to repeat a year, or defer a year, of a programme. However, where a cohort of students exists in the following year, consideration may be given to an application for deferral.

### **General Requirements for Examinations and Awards**

Only candidates who have met all course requirements, including satisfactory completion of prescribed coursework and projects within prescribed deadlines, shall be considered for an award.

The term "examination" in these Marks and Standards includes reference, as appropriate, to written and oral examinations, assessment of coursework, project-work, etc. and such other forms of assessment of the candidate's performance.

### **Examination modules**

This Marks and Standards document supersedes other programme documentation. The Approved Course Schedule for each programme sets out the modules for the programme. A module may consist of one or more components e.g continuous assessment, written examination, etc. Where a module consists of more than one component, these are normally examined separately and the marks/grades scored in the several components are aggregated, to determine the candidate's overall performance in that module. The Approved Course Schedule is published by the College in advance of each academic year.

All modules in the above programmes are mandatory. A number of modules are specified in the programme schedule as 'required modules.'

### **Mandatory Module**

Each candidate must present and pass in all mandatory and required modules in order to be eligible to progress.

### **Required Module**

School placement is the only required module. This module must be passed without compensation (i.e. a minimum mark of 40% required) in order to be eligible to progress. All other modules may be passed by compensation notwithstanding the designation in the programme documents.

### **School Placement**

School Placement is a required module.

### **Marks Allocation**

The maximum mark for each module and the allocation of marks to the continuous assessment and the final examination is indicated in the Approved Course Schedule for each module.

## **Presentation of Marks to the Board of Examiners**

## **Meeting of the Board of Examiners**

The Board of Examiners of St. Patrick's College, shall meet, under the Chairmanship of the Vice President Academic and Registrar of the University of Limerick or his/her nominee, after completion of the Summer examinations and again after completion of the Autumn examinations, to consider the examination results and any relevant reports pertaining to the candidates presented. Only those Internal Examiners, who have participated in the examinations for a given stage/year leading to one of the awards under consideration, the Registrar, the External Examiners and the Heads of Department concerned shall participate in the meeting of the Board of Examiners.

The dates of the meetings of the Board of Examiners are agreed annually.

### **Discretion of the Board of Examiners:**

The Board of Examiners reserves the right to adjust the marks of any student taking into account the advice of the relevant departments, the advice of the relevant External Examiners, the advice of the Disciplinary Committee, and the overall performance of the student, particularly in borderline cases.

### **Broadsheets of results.**

At the Examination Board meeting broadsheets of results for each stage/year of each programme are presented. Each broadsheet records the total marks for each module, an overall average mark and grade for each candidate of the programme.

### **Maximum Marks**

Normally, the maximum % marks available in each module is 100%.

### **Deferral of examination results**

The Board of Examiners has discretion to recommend that a candidate's results be deferred, subject to the deferral/progression restrictions outlined earlier in this document, in order to allow the candidate sufficient time in which to complete outstanding programme requirements.

## **Rules for Progression**

A candidate will not be admitted to a second or subsequent examination stage/year without first having passed all modules requiring to be passed at the previous examination stage/year.

### **Minimum Pass Mark**

Normally, the minimum mark required for a pass in any module shall be 40%. Students are required to attempt the written examination element of each module.

The overall pass mark in each stage/year of study is normally 40%. The pass mark in each stage/year of study is the weighted average of the marks obtained in each module.

In order to progress to the next stage/year of the programme a student must achieve the pass mark and fulfil all the programme requirements in their current stage/year of study.

## **Assessment of Joint Projects**

Where two or more candidates present a joint project, the individual contribution and performance of each candidate should be assessed, and individual marks/grades awarded accordingly.

### **Pass by Compensation**

A candidate who fails to attain the required pass standard in a maximum of **two** of the examination modules in an examination stage/year, may, nevertheless, at the discretion of the Board of Examiners, pass the examination by compensation.

Compensation may be applied on the following basis, at the discretion of the Board of Examiners:-

- (1) The marks obtained in the module(s) listed on the approved course schedule, being considered for compensation must not be lower than 35%, where the pass standard is 40%.
- (2) The pass standard must be reached in the remaining modules requiring to be passed.
- (3) Excess marks equal to double the deficiency will be required in order to compensate. Excess marks from the summer examination sitting may be used for the purpose of compensation at the autumn sitting. The marks awarded for the repeat examination are uncapped.
- (4) Compensation may be applied only to enable a candidate to pass in the examination as a whole. It may not be applied to grant exemptions or additional exemptions. Compensation may be applied following either the summer or the autumn examination sittings.
- (5) School placement may not be passed by compensation.
- (6) A candidate who passes by compensation remains eligible for honours.
- (7) Compensation enables progression and allows the allocation of credit.

### **Exemptions**

Modules passed shall accrue for the purposes of award and need not be retaken. This shall not apply in respect of any sub-unit of an examination module e.g. in respect of a component within an examination module or a module within an examination subject.

### **Additional Exemptions**

Additional exemptions may be granted to a candidate in respect of additional modules passed by virtue of further attempts at the examination.

In recording exemptions on the Broadsheet and Transcripts of Results, in respect of attempts subsequent to a candidate's first attempt at the examination, only the additional exemptions gained will be recorded; exemptions awarded by virtue of previous attempts will not be repeated in the result column on the Broadsheet/Transcript. They will, however, be recorded in the result column(s) as 'EX'.

### **Repeat Examinations**

Students who fail must repeat all the modules in which they failed, or suitable substitute modules, which will be determined by the Head of Department.

The repeat assessment need not be identical in form to the original assessment but must be equivalent in standard.

Students will be permitted two attempts at each examination i.e. Summer or Term 1 and Autumn in the same academic year. Students who are unsuccessful after two attempts will not be permitted any further examination sittings. The Examination Board may recommend, as per the deferral/progression regulation outlined earlier in this document, that the student be granted an exit award at certificate, diploma or degree level.

In the case of a candidate repeating an examination at the annual repeats, normally only the marks awarded as a result of the repeat examination shall be considered. However, where it is to the advantage of the student to calculate the overall mark for the module by adding the weighted continuous assessment mark to the weighted examination mark, this shall be applied. The maximum mark awarded for a repeat examination at the annual repeats will not be capped.

Candidates who repeat examinations remain eligible for honours.

### **Repeat School Placement**

The provision of annual repeats for candidates who fail School placement will be at the discretion of the Examination Board. Students will be offered **one** repeat teaching practice opportunity on a pass/fail basis. This repeat opportunity is provided to such candidates within the academic year.

## **Standards for Awards at Different Classifications**

### **Bachelor Degree**

The award of a Bachelor Degree will be made with Honours classifications as follows: First Class Honours, Second Class Honours, Grade 1, and Second Class Honours, Grade 2, Third Class Honours.

To be eligible for consideration for the award of a Bachelor Degree, a candidate must:-

- (1) satisfy all the examination and other requirements set for the course, and
- (2) pass the final examination in accordance with these Marks and Standards
- (3) obtain an average mark (based on the total marks available as specified in the Approved Course Schedule), as follows,

#### **Average Mark**

Third Class Honours at least 40%

Second Class Honours, Grade 2 at least 50%

Second Class Honours, Grade 1 at least 60%

First Class Honours at least 70%

### **Calculation of the Final Award**

The classification of the final award, will be based on a 20:30:50 weighting of the average results achieved in 2nd, 3rd and 4th years of the programme respectively.

## **Valid Examination Result Grades**

**First Class Honours** - at least 70%

**Second Class Honours, Grade 1** - at least 60%

**Second Class Honours, Grade 2**- at least 50%

**Third Class Honours** – at least 40%

**Fail** – less than 40%

**DEF** -Deferral of Result

**EX** - Exempted from the requirements of the subject/module because of previous equivalent learning

**WDRW**- Withdrew

**ABS** - Absent/Not Present

**WHLD** – Withheld – No results presented to the Examination Board

### **Issuing of Examination Results**

The following will be the normal dates on which the bulk of examination results are considered:

Summer : Mid-June

Autumn : Early September

Provisional results will normally issue within one week of the appropriate Examination Board meeting.

A provisional examination result remains in force unless it is withdrawn in writing by the College. Results are approved by the Academic Council of the College. Changes to approved examination results arising from re-checks and appeals will be considered by the Academic Council of the College on the basis of a recommendation made by the External Examiner/Registrar.

The Examination Board may decide, for any reason, (personal, health, disciplinary or otherwise) to withhold the results of candidates who have not demonstrated fulfilment of the programme requirements, as notified to all candidates at the beginning of the programme.

### **Academic Awards:**

Academic Awards are determined after the Summer Examination Board meeting and before the Autumn Examination Board meeting. Where the Examination Board recommends the deferral of examination results from Summer to Autumn, determination of the awards for that year group will not be made until after the Autumn Examination Board meeting.

### **Consultation Day**

Following the issue of results, examiners involved in the assessment of candidates will normally be available to meet with the candidates to review their scripts, on a specific day- 'Consultation Day'

The aim of this consultation is to

- a) provide an opportunity for candidates to discuss their examination performance in detail with their assessor.
- b) provide an opportunity to explain the basis of the candidate's performance against the assessment criteria.

If, following consultation, the candidate feels that their mark does not fairly reflect their performance they should follow the Recheck/Appeals procedure.

## **PROCEDURE FOR RECHECK / APPEAL OF EXAMINATION RESULTS**

### **RECHECK OF EXAMINATION RESULTS**

A **Recheck** of examination results means the administrative operation of checking the recording and the addition of marks to ensure that there are no errors.

#### **Recheck Procedure:**

Students must complete and submit the Recheck/Appeal of Examination Results application form to the Registrar's Office within 5 working days of the date set for an opportunity to review results i.e. Consultation Day. A copy of the application form is available on [www.stpats.ie](http://www.stpats.ie). This application form must be accompanied by the appropriate fee. The current fee is €30.00 per module. **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.**

In the case of an application for the **recheck** of examination results the student's examination scripts and continuous assessments will be checked to ensure that:

- a) all elements of the examination have been marked.
- b) all marks have been included in the final score.
- c) there are no errors in the addition of marks.
- d) approved assessment weightings have been applied to both continuous assessment and the end of year examination in calculating the overall result.

The re-check will be carried out by the Head of Department in the presence of the Registrar. The original Examiner will not perform the recheck of examination marks. Where it is established that sections of the examination paper have not been marked, the original examiner will be requested to mark these sections. Following this the marks will be re-calculated. The outcome of the recheck will be formally notified to the student by the Registrar. Should the outcome of the recheck require a change in the examination result, the application fee will be refunded and a revised judgement sheet will be issued to the student.

### **APPEAL OF EXAMINATION RESULTS**

An Appeal means the re-consideration in detail, of all or part, of the existing examination material where feasible by the Internal and External Examiners. The grounds for an appeal must be specified under one of the following three headings:

- (i) There is evidence of substantive irregularity in the conduct of the examination.
  - i. A complete description of what happened and why the appeal is being made must accompany the appeal application.
  
- (ii) The marks awarded were incorrect or inappropriate.
  - i. A full and complete description of why you think the marks are incorrect must be included with the appeal application.
  - ii. Documentary evidence, that you have already received EITHER informal feedback on your performance from your lecturer OR the results of a formal recheck, must be submitted with your appeal application.

- (iii) Compassionate circumstances related to the candidate's examination situation which the Board of Examiners was not aware of when making its decision. In order to appeal under this heading, the following must be provided:
- i. A detailed statement of the circumstances, indicating how they impacted on your examination performance
  - ii. Evidence of the steps taken to make the Board of Examiners aware of your circumstances and the response received. If no steps were taken you must explain why this is so.
  - iii. Where the circumstances are medical, appropriate dated medical certification by a Medical Practitioner will be required. It is advised that the Medical Practitioner comments on the impact that the condition might have had on your performance in the examination
  - iv. Any other appropriate dated evidence to support your appeal application.

**Appeal Procedure:**

Students must complete and submit the Recheck/Appeal of Examination Results Application Form to the Registrar's Office within 5 working days of the date for the opportunity to review examination results i.e. Consultation Day. A copy of the application form is available on [www.stpats.ie](http://www.stpats.ie). This Application Form must be accompanied by the appropriate fee. The current fee is €75.00 per module. **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.** Incomplete application forms will be returned to the student for completion. The application process will not proceed until the application form is complete and all the relevant documentation has been submitted.

An appeal application will automatically include a recheck of results.

Students must specify the grounds on which an appeal is sought and must submit all the information, which the student requires to have taken into account in the appeal. Letters of certification of circumstances must be included with the application (e.g. medical certificates, death notices etc.)

Following receipt of the Recheck/Appeal application form the Registrar will forward a copy to the Head of Department. The Registrar and Head of Department will gather all the relevant assessment material, the marks awarded and any communication between the External Examiner and the Department in relation to that script. All relevant material will be forwarded to the External Examiner or the appropriate Committee for review. The Registrar shall communicate the outcome of the appeal to the Student and the Head of the Department.

In the event that an examination mark is changed following an appeal the application fee will be refunded and an amended judgement sheet will be issued to the student.

Students are advised that:

- a) Pending the outcome of an appeal students should avail of the opportunity to sit repeat examinations if they have failed the module. Sitting repeat examinations will not affect their appeal in any way.
- b) The outcome of the appeal may not be successful.
- c) Marks may be revised downwards as well as upwards.
- d) The conferring of a degree may be deferred, pending the final outcome of an appeal.
- e) Copies of all material submitted in support of an appeal application, including, medical evidence, etc. will be forwarded to all those involved in assessing the application.
- f) They should familiarise themselves with the College Marks and Standards. A copy of which is available in the College Library.

## **Availability of Marks and Standards**

The up to date version of the Marks and Standards will be available on the College website and in the College Library and all students will be advised to familiarise themselves with this document.

## Appendix

### Directory of terms

**Appeal** - A request to a higher authority (e.g. Academic Council of the College) for the alteration of the decision or judgement of a lower authority (e.g. Board of Examiners).

**Assessment** - refers to any form of examination of a candidate's performance which is evaluated for the purpose of making an award.

**Award** - An award is conferred by an awarding body. It records that a candidate has acquired a standard of knowledge, skill or competence.

**Compensation** – A candidate who has not failed outright in a particular assessment, is compensated by a satisfactory performance in another assessment in the same stage/year.

**External Examiner** - An independent expert who is a member of the broader community of practice within the programme's field of learning and whose accomplishments attest to his/her likelihood of having the authority necessary to fulfil the responsibilities of the role.

**Grade** - This means the same as mark. It is representative of a candidate's performance in a particular module or programme.

**Module** - A unit of learning designed to be capable of being integrated with other modules to make up a programme. Each module has an associated number of credits.

**Programme** - A course of study e.g. B.A. in Education, Business Studies and Religious Studies leading to an award. A programme is normally comprised of a suite of modules with associated credits. It refers to the process by which a candidate may acquire skills, knowledge or competence.

### **Programme Stream.**

**Result** - A set of grades or marks for modules in a stage/year of a programme.

**Re-check** – The administrative operation of checking the recording and the combination of component scores for a module and/or stage/year.

**Stage:** In a programme, a stage is a year of the programme e.g. 1<sup>st</sup> year 2<sup>nd</sup> year 3<sup>rd</sup> year...