

# Regulations Governing Representations Concerning Decisions of Boards of Examiners

These regulations are approved by Senate. They were most recently updated in September 2010.

- Effective date: September 2010

**Institute of Education, University of London**

**Regulations governing representations  
concerning decisions of boards of  
examiners**

Version 2  
Effective from September 2010

## **Introduction**

- 1 These Regulations are made under the General Academic Regulations and terms and expressions used in them have the same meaning as in those regulations unless the context otherwise requires.
- 2 These Regulations govern the procedures whereby a student may seek, and where appropriate the Institute grant, a reconsideration of a decision made by a board of examiners.
- 3 There is no procedure for the consideration by the Institute of representations in respect of the results of formal assessment on academic grounds.
- 4 Except as provided below, no decision of a properly convened and constituted board of examiners, acting in accordance with the relevant regulations and instructions for the conduct of formal assessments, may be modified.
- 5 These Regulations apply only to the following decisions of an examination board:
  - 5.1 The level of a grade of pass in a programme or course;
  - 5.2 Student failure in a programme or course;
  - 5.3 Student failure in an upgrade from MPhil to PhD;
  - 5.4 The particular level at which a student retaking a course should be reassessed;
  - 5.5 The nature and date of any special assessment to be undertaken.

## **Request for consideration**

- 6 A student wishing the board to reconsider a decision must request such a reconsideration in writing. The request should reach the Academic Registrar within one calendar month of the date of the notification of the result to the student.
- 7 The student must provide the Academic Registrar with evidence within the same period:
  - 7.1 That his or her assessment was adversely affected by illness or other factors which he or she was unable, or for good reasons, unwilling to divulge before the board of examiners reached its decision. Such illness, where claimed, must be supported by acceptable medical evidence; and/or

- 7.2 That the formal assessment was not conducted fairly or not in accordance with the relevant instructions or regulations or marking scheme.
- 8 An examiner or the Academic Registrar may also seek reconsideration of a decision by providing evidence under Regulation 7.2.

### **First stage of reconsideration**

- 9 The Academic Registrar will refer to the chair of the relevant board of examiners any representation under Regulations 6 to 8 as soon as is practicable. The chair will consider the representation and the evidence.
- 10 Where it appears to the chair that a change of decision may be merited, then
- 10.1 Where the representation is under Regulation 5.3, 5.4 or 5.5 he or she will amend the original decision, where appropriate having consulted the external examiner and/or other members of the board of examiners.
- 10.2 Where the representation is under Regulation 5.1 or 5.2 he or she will consult the board which may in its absolute discretion *either* confirm its original decision *or* substitute for it a new decision more favourable to the student.
- 11 The chair will inform the Academic Registrar of his or her decision that no change of decision is merited or of the decision made under Regulation 10 within 14 days of receipt of the matter in the accordance with regulation 9, and the Academic Registrar will inform the student within 14 days of receipt of the decision of the chair of the board of examiners.
- 12 The decision will take full effect on the expiry of 14 days after the date of the Academic Registrar's communication to the student under Regulation 11, unless within that time the student has formally indicated to the Academic Registrar that he or she wishes to proceed to the second stage of reconsideration.

### **Second stage of reconsideration**

- 13 A student who is dissatisfied with the outcome of the first stage of reconsideration may invoke the second stage by submitting a written request to the Academic Registrar within 14 days of the date of the Academic Registrar's letter to the student under Regulation 11.
- 14 On receipt of such a request the Academic Registrar shall:

- 14.1 Acknowledge the request to the student and refer him or her to these Regulations; and
  - 14.2 Refer the matter to the Deputy Director (if appointed) or to an Associate Director with all appropriate information at his or her disposal as soon as is practicable.
- 15 The Deputy Director (if appointed) or Associate Director will decide within fourteen days of the Academic Registrar's reference to him or her whether the representation should be referred to the board of examiners under Regulation 16, or whether it should be rejected. Before making his or her decision he or she will consult both the student and the chair of the relevant board of examiners. Once the Deputy Director (if appointed) or Associate Director has decided whether the matter should be referred to the board of examiners or not, s/he will inform the Academic Registrar of the decision and then within 14 days the Academic Registrar will contact the student to:
  - 15.1 Inform them that the Deputy Director (if appointed) or Associate Director has decided not to refer the matter to the board of examiners again and that this decision is final. The Academic Registrar shall issue the student with a Completion of Procedures letter as required by the Office of the Independent Adjudicator; or
  - 15.2 Inform them that the matter has been referred back to the board of examiners for reconsideration, and the date by which the student can expect a decision.
- 16 Where the Deputy Director (if appointed) or Associate Director has decided to refer the representation to the board of examiners, s/he shall give reasons for his decision and direct the board to make a decision anew.
- 17 The board shall normally make a decision within 14 days of the Deputy Director (if appointed) or Associate Director's referral of the representation to it. The board may not make a decision less favourable to the student than its original decision.
- 18 The board shall communicate its decision, which shall be final, to the Academic Registrar, who will inform the student within 14 days of receipt of the decision of the board of examiners, and provide the student with a Completion of Procedures letter as required by the Office of the Independent Adjudicator.