

7.3

APPLICATION FOR AMENDMENT OF AN EXAM BOARD DECISION

(COLLABORATIVE PARTNER STAFF ONLY)

Introduced July 2019

Please note, Cardiff Met Staff should use the online form available here:

[Amendment of an Exam Board Decision Request Form (Staff Use Only) (office.com)](https://forms.office.com/pages/responsepage.aspx?id=HMadGJt2SECLD23gdLuibMKG0qKoETlGjP9-4WowYfBUNzlYMU9VT08xODFFUFhXR0NXSzJCNUk5WS4u)

Application for Amendment of an Exam Board Decision – Guidance Notes

For use in **exceptional** cases where the school wishes to change a confirmed Exam Board Decision, this form must be signed off by a member of academic staff prior to submission.

[Application for Amendment of Erroneous Marks](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_03A.doc) - *This form is to be used in cases where an Examination Board decision requires amendment due to an erroneous mark.*

Exceptional circumstances requiring amendment to exam board decisions can generally be categorised (but not limited to) as follows:

* Exam board error
  + Information that was available to the exam board, but not considered (Mit Circs, Unfair Practice Allegations).
  + Genuine error on the part of the University in consideration of the student’s profile (Compensation/other regulatory considerations.)
* Administration error
  + Errors in communication/information.
  + Curriculum changes (programme or pathway/modules not running.)
* Student request
  + Student request to resit the year/module(s) with/without attendance contrary to the original exam board decision.

[05.1E Mitigating Circumstance Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.pdf) – Mitigating circumstances must have been submitted before the exam board following the timeframes set out in the procedure.

[08.1 Unfair Practice Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx) – If an Allegation of Unfair Practice is brought against a student, this may require an amendment to the exam board decision for the student, more information can be found in the academic handbook.

* ALL fields in this form **must** be completed, and once reviewed by SCAR (Registry Services), further information/clarification and/or supporting evidence may be requested if necessary (e.g., exam board minutes, correspondence with the student, evidence of a mitigating circumstances claim).
* The student, school admin team, programme director and the registry officer for the programme will be notified of the outcome of the request via email. Any resit (or other relevant details) must be communicated to the student by the school.
* Please send the completed form / any queries regarding the form or process, to: Student Cases and Regulations (Registry Services) ([aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk)).

|  |  |
| --- | --- |
| **Student Name** | **Student Number** |
|  |  |
| **Programme of Study** | **School or Collaborative Partner** |
|  |  |
| **Chair of the Examination Board** | **Exact Date of the Examination Board** |
|  | *(e.g. 1 September 2022)* |
| **Exam Board decision(s) to be amended**  Please refer to the Exam Board minutes and only include the decision(s) made that are to be amended | |
|  | |
| **Revised Exam Board decision requested:**  Please provide the amended Exam Board decision to replace the previous decision in the official Exam Board minutes | |
|  | |
| **Reason for the request:** | |
|  | |
| Provide a brief overview of the reason for this request relating to the category of the error. | |

**Please attach any supporting evidence, if applicable.**

**Exam Board Decision Amendment requested by:**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Process Overview**

School to action any changes and confirm reassessment with the student, if necessary

**YES**

**NO**

Chair’s Action issued and request upheld

Student, school admin, PD and ROP informed

Case forwarded to Exam Board Chair for approval

**NO**

**YES**

**Case Accepted**

**Exam Board Amendment Request submitted**

**Case is considered by Registry**

Programme Director / admin team informed

**No change to Exam Board decision**