



This document contains 4 procedures pertaining to
SOLAS Craft Apprentices
attending at the
Institute of Technology, Sligo

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Procedure Title: SOLAS Repeat Examination Procedure

Area Code:	SOLAS 001
Author:	Niamh Doddy, Examinations Officer
Head of Function responsible:	Dr. Aodhmar Cadogan, Assistant Registrar
Approving Authority:	Dr. Michele Glacken, VP Academic Affairs and Registrar

1. Purpose of Document

To outline the procedure for registration and communication of SOLAS repeat examinations/assessments to SOLAS Apprentices returning to the Institute of Technology Sligo, to repeat.

2. Scope

The procedure applies to SOLAS Apprentices with failed or deferred elements who are required to register to repeat a SOLAS examination/assessment in order to complete their apprenticeship.

The procedures are set out below

- SOLAS Apprentices repeating examinations/assessments previously failed
- SOLAS Apprentices sitting examinations/assessments that have previously been deferred
- Communication of repeat examinations/assessments timetable to apprentices

3. Reference Documents

Marks and Standards

Solas Document: Apprentice Block Examinations Arrangement for Results Handling, Version 1.4

4. Procedure Description

Repeat Examinations/Assessments may take the form of written examination or a practical assessment.

4.1 SOLAS Apprentices repeating SOLAS Examination/Assessment or sitting a previously deferred examination/assessment

Apprentices are contacted directly by SOLAS to repeat an examination/assessment. They must register to repeat the examination/assessment by sending an email to the examinations officer in IT Sligo, responsible for SOLAS apprenticeship examinations (examinations@itsligo.ie)

The email must attach a copy of the results letter issued by SOLAS.

The examinations officer will:

Enter the details of each repeating apprentice into an excel document which is located on Sharepoint. This document is accessed by administration and lecturing staff over the Apprentice programmes in the Faculty of Engineering.

Each SOLAS apprentice is registered on to Banner to repeat their exam.

A charge of €50 is added to their student account. The Apprentice student can log in and pay this fee online. SOLAS Apprentices will also have access to Moodle once they are registered on to Banner.

Should the repeat fee remain outstanding/unpaid, results will not be released to Apprentices from SOLAS.

4.2 Communication of repeat examinations/assessments timetable

SOLAS issue all examination/assessment timetables to colleges around the country.

The examinations officer responsible for timetabling SOLAS examinations/assessments uses the timetable received from SOLAS to book rooms, invigilators, examination materials and compile an exam schedule relevant to the Institute.

This completed schedule is sent to all repeating SOLAS apprentices registered to repeat.

5. Records generated by this Policy

Records of registration and student accounts are maintained electronically by the examinations office.

6. Measurement of Effectiveness of this procedure

None applicable.

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure	27/09/2021	

Procedure Title: Request for deferral of a SOLAS examination/assessment.

Area Code:	SOLAS 002
Author:	Niamh Doddy, Examinations Officer
Head of Function responsible:	Dr. Aodhmar Cadogan, Assistant Registrar
Approving Authority:	Dr. Michele Glacken, VP Academic Affairs and Registrar

1. Purpose

To outline the application process for requesting a deferral of a SOLAS examination(s)/Assessment(s) at the Institute of Technology, Sligo.

2. Scope

This procedure applies to all repeating and on-block SOLAS apprentices attending the Institute of Technology, Sligo where they have been automatically registered for an exam sitting or they have requested a registration for an exam sitting. SOLAS students can have three attempts at any one exam.

NOTE: It is important if a student cannot attend the exam that they apply for the deferral in advance of the exam.

3. Reference Documents

Marks and Standards

Solas Document: Apprentice Block Examinations Arrangement for Results Handling, Version 1.4

EXAM019 Deferral of Examination(s) Procedure at Institute of Technology, Sligo

4. Procedure Description

4.1 Introduction

An apprentice may request a deferral of a SOLAS examination(s)/assessment(s) sitting due to bereavement, accident, illness, work commitments, Other personal disruption.

4.2 Application for a deferral

A Request for a deferral must be submitted by email to the SOLAS examinations secretary at IT Sligo by emailing him/her directly examinations@itsligo.ie

The request for a deferral can be submitted at any time before the exam is due to begin. The SOLAS examinations secretary will confirm to the student that a deferral has been received and will inform the SOLAS secretary in the Faculty. These are recorded at the SOLAS Examination Board Meeting and on SOLAS Apprentice Broadsheets. There is no charge to SOLAS Apprentices for a deferral.

Procedure Title: Request for Special Consideration of the Examination Board

Area Code:	SOLAS 003
Author:	Niamh Doddy, Examinations Officer
Head of Function responsible:	Dr. Aodhmar Cadogan, Assistant Registrar
Approving Authority:	Dr. Michele Glacken, VP Academic Affairs and Registrar

1. Purpose

To outline the application process for requesting Special Consideration by the SOLAS Examinations Board at the Institute of Technology, Sligo.

2. Scope

This procedure applies to all repeating and on-block SOLAS apprentice students attending the Institute of Technology, Sligo.

3. Reference Documents

Marks and Standards

Solas Document: Apprentice Block Examinations Arrangement for Results Handling, Version 1.4

EXAM007 Request for Consideration by the Examinations Board at Institute of Technology, Sligo

4. Procedure Description

4.1 Introduction

An apprentice may request Special Consideration of an examination result by the Examination Board due to an unavoidable event that prevented a SOLAS Apprentice from performing to their best ability during an examination/assessment. This event may include recent bereavement, accident or illness.

4.2 Application for Special Consideration

Request for special consideration must be submitted by email to the SOLAS examinations secretary at IT Sligo by emailing him/her directly or email examinations@itsligo.ie Request for special consideration should include an explanation supporting this request and supporting evidence e.g. medical certificate; bereavement notice etc.

Request for special consideration can be submitted after the exam up to one working day before the examination board is due to begin.

Special consideration requests are forwarded by email to the SOLAS secretary in the Faculty. These are recorded at the SOLAS Examination Board Meeting and on SOLAS Apprentice Broadsheets.

There is no charge to SOLAS Apprentices for special consideration.

Procedure Title: Examination/Assessment Feedback and Appeals Procedure

Area Code:	SOLAS 004
Author:	Niamh Doddy, Examinations Officer
Head of Function responsible:	Dr. Aodhmar Cadogan, Assistant Registrar
Approving Authority:	Dr. Michele Glacken, VP Academic Affairs and Registrar

1. Purpose of Document

Following the release of results by SOLAS to apprentices, the Institute provides an opportunity for the candidates to discuss their results with the internal examiners (results feedback process). This should provide sufficient clarity that the apprentice understands why they received the specific score(s) and that they were treated in compliance with the Institute's regulations. Inherent in this is a 'recheck' that all parts of an examination have been marked and that no error occurred in the recording, collating or combining of marks that determined the result.

The purpose of this procedure is to facilitate an apprentice who believes that they were not treated in compliance with the Institute's regulations to seek a recheck of their examination materials in whole or in part and an appeal mechanism where they are not satisfied with the outcome of the recheck.

It is the policy of the Institute to:

- (a) recognise the rights of an apprentice to seek an appeal of examination results if they are not satisfied with the outcome of the recheck process.
- (b) provide arrangements in relation to examination script viewing, examination mark reviewing, and appeals concerning examination matters which ensure that they are dealt with transparently and in a timely way and which may involve, as necessary, wholly independent persons of appropriate knowledge and experience in the process.
- (c) consider all requests in relation to examination matters in accordance with the principles of natural justice.

2. Scope

This document relates to all SOLAS examinations and assessments conducted at the Institute of Technology Sligo, and is relevant to all registered apprentices and staff.

3. Reference Documents

EXAM027 Examination Feedback and Appeals Procedure IT Sligo Marks & Standards

EXAM014 To effect a change in official examination result broadsheet

Office of the Ombudsman, Ombudsman Act 1980; Ombudsman (Amendment) Act 2012

[\[www.ombudsman.gov.ie/en/\]](http://www.ombudsman.gov.ie/en/)

4. Procedure

4.1 Documentation and correspondence

All correspondence received in connection with an appeal will be date-stamped to facilitate the monitoring of response times. All communication with an apprentice will be via college email. All communication with members of the Appeals Board will be via email, except where specified otherwise. A file will be generated for each application to include a checklist of all communication and documentation as per EXAM027 procedure.

Stage 1: Results feedback process

Following the issuing of an exam result from SOLAS, an apprentice who has a query relating to their results or who is unclear as to the make-up of the final mark should meet, or make contact, with the internal examiner(s) to discuss within 5 working days of the receipt of the exam result. The student may have sight of the examination materials. This discussion will include a 'recheck' i.e. that all parts of an examination have been marked and specifically that no error has occurred in the recording, collating or combining of marks.

If any inaccuracy has occurred, and is confirmed by the Internal Examiner, a Change of Status form will be completed and submitted by administration in the Faculty to SOLAS.

Stage 2: Grounds for appeal

If the candidate believes the result was determined in a manner not in compliance with the institute's regulations (see grounds for appeal section 4.3 in EXAM027), they may proceed to apply for an appeal of their result as set out in EXAM 027. The request may be emailed to appealresults@itsligo.ie

In the case of the SOLAS craft students, an independent Internal Examiner will be appointed to review the exam materials in lieu of an External Examiner.