COMMUNICATION OF EXAMINATION RESULTS/REPEATS & RESITS –
INFORMATION FOR STUDENTS

• Publication of Student Results

Assessment results (formal examinations and continuous assessment) are communicated to students as 'provisional' and final. The 'provisional' results and transcripts of the final results will be published in the candidate’s My Institute on the Institute of Banking website. An SMS message and email shall be sent to each candidate informing them that an important communication has been posted to their on-line communication folder in My Institute. Examination/assessment results will not be sent in the mail.

In order to receive assessment results, each student must ensure that the following requirements are satisfied: The candidate must:
• be properly registered,
• have no outstanding fees or debt of any kind due to the Institute of Banking,
• have satisfactorily attended or otherwise pursued as prescribed an approved Institute of Banking programme of study, and
• have satisfactorily completed all programme requirements as stipulated by the Programme Board.

All grades are ‘provisional’ until approved at the IoB Programme Examination Board (PEB) meeting. Provisional grades are published for information purposes only and are not to be used as the basis of appealing a module grade (see IoB document on Student Appeals).

The Grade Approvals Process used by the Institute of Banking comprises two phases: (a) PERSAR meeting and (b) Programme Examination Board (PEB) meeting.

a) At the PERSAR meeting, a review of all module grades and student performance in the modules is undertaken. Student performance will cover the grades awarded and include consideration of individuals who have submitted an extenuating circumstances form (e.g. illness, bereavement etc.) or for whom an incident (e.g. candidate arriving late or being unwell) may have occurred during the formal examination which is documented in an Invigilator’s report. The other purpose of the PERSAR meeting is to ensure that all grades/marks are entered correctly. Any errors or changes are noted, which are then dealt with by the respective module coordinator or programme manager. Results at this stage are ‘provisional’.

b) The Programme Examination Board (PEB) meeting reviews and formally approves all student grades. In cases where students are exiting a programme, this meeting approves the award type (major, minor etc.) and classification (Hons. 1, 2.1 etc.) based on the student’s Grade Point Average (GPA).

The publication dates for ‘provisional’ and final grades for each semester/learning period are posted on the Exams Details section of the IoB web page.

1 As a recognised college of UCD, the IoB Grade Approvals Process (GAP) closely mirrors that of UCD.
2 Breaches of IoB Examination Regulations are communicated by the Invigilator directly to Registry.
In a small number of cases there may be a difference between the published ‘provisional’ and final grades. Should this occur, students are advised to seek clarification either from the module coordinator or the respective programme manager.

All students have the right to appeal the grade awarded. Please see IoB Student Appeals policy and documentation posted on the Exams Details of the IoB web page. A student may not appeal a ‘provisional grade and the formal appeal must be submitted within 30 working days of the publication of final results on My Institute. Details in relation to the provision of feedback on formal examination results are posted on the Exams Details of the IoB web page.

### Level 7 modules are assessed using marks; modules are graded as Pass/Fail. Programme awards at level 7 are also awarded as Pass/Fail (i.e. Honours are not awarded at level 7).

### Level 8 & 9 modules are assessed using grades, and major/minor awards are made using Grade Point Average (GPA) which also determines the honours classification awarded.

- **Resits & Repeats**

  Should a candidate fail to attain a pass mark in a module there is an opportunity for a resit.

  **A resit opportunity to remedy the failed grade is available during OR at the end of the next semester/learning period, while a repeat option involves retaking the module by re-attendance and includes its assessment.**

  **LEVEL 7 PROGRAMMES:** Students who do not gain a pass mark in the initial attempt must re-register for a resit or repeat.

  **A resit attempt** is assessed in the same way as a first sitting i.e. the second attempt is marked out of 100 and the candidate is awarded the marks they achieve in the repeat attempt. There is no penalty or adjustment applied to the repeat/resit attempt marks.

  **LEVEL 8 & 9 PROGRAMMES:** Students who do not attain a pass grade at their initial attempt must take a resit - the grade for this attempt will be capped at D- and has a grade value of 2.0.

Students who were unsuccessful in completing a module due to Extenuating Circumstances (unforeseen events - illness, bereavement etc.) which impacted on their performance or prohibited them from taking an assessment, please note that capping does **NOT** apply to the remedying grade.

Please check the Exams Details section of the IoB web page for the Extenuating Circumstances policy and application form.