

Just

ASK! about Exam Results

February 2018

How To Access Your Results Online

Important information from the Exams Office, AnSEO - Student Engagement Office & Office of the Registrar to help guide you through the exam results process.

End of Semester module results are available online from Thursday, February 1st, 2018. An email has been sent from the Exams Office to your myCIT email which contains full details on how to access your exam results.

Can't see your results?

Should you require technical support in accessing your results look up <http://www.mycit.ie/examinations/results/how-to-view> or **contact the IT Service Desk** by emailing servicedesk@cit.ie, quoting your student number.

Remember, if you have not paid fees, a hold will have been placed on your results.

Details of the hold are provided on your on-line Web For Students Results Page – click View Holds. You may need to pay outstanding balances to Fees or Admissions or Exams depending on the type of hold. Your results will be released to you on payment of fees. Please note that this process can take up to five working days from payment date.

Passed All Of Your Exams?

Congratulations!

Keep up the good work. Getting a good degree is important. Remember, a good start is half the work, so, get down to work early in Semester 2 and maximise your potential.



Please note: This document is intended as a guide to help you better understand your exam results. It is for information purposes only. Further information can be obtained from www.mycit.ie/examinations. It is your responsibility to abide by the deadlines outlined and contact your academic department to discuss specific queries in relation to your exam results. This information provided was correct at time of publication.

Not Happy With Your Results?

Don't panic, you have options...

You can still proceed from Semester 1 to Semester 2. If you failed a module(s) you will need to repeat failed module(s) in the Autumn in order to progress. If you are a final year student, you will need to pass all modules before you will get your qualification.

First Years Please Note:

There are a number of reassessment options for the CIT Module (Creativity, Innovation and Teamwork) CMOD6001. If relevant when module results are released, please ask your Department which option applies to you.

Do you feel you should have done better or don't understand your results? Read on...

Understanding Your Results

CIT Exams website has a lot of useful information which can help:

www.mycit.ie/examinations

"The Just Ask about Exams is a very informative guide and there is also support available through the Academic Success Coaches. Please do not hesitate to contact me or anyone in the SU if you need further support"

Stephanie Kelly, VP Education
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021 4335275.



Do You Feel You Should Have Done Better In Your Exams? Here's What You Can Do...

Step 1: Review

Review Your End-Of-Semester Examination Scripts

Viewing of examinations scripts is managed by the Examinations Office in the Melbourn Building.

Book your place on-line: <http://www.mycit.ie/examinations/viewing-examination-scripts> from **Thursday morning, February 1st, 2018**. You will be then contacted by the Exams Office to arrange viewing of script.

The deadline for submission of applications to view Semester 1 Examination Scripts is 4pm on Wednesday, February 7th, 2018. Please note late applications will not be accepted. Viewing is limited to the current end-of-semester examination scripts only.

If you have viewed your script[s] and you believe that you did not receive the correct mark then you may submit a review of module mark.

Step 2: Review of Module Mark or Appeal

Details of each of these categories are in the policy governing Assessment Appeals and Correction of Errors and Omissions Relating to Assessment which may be downloaded from www.mycit.ie/appeals

IMPORTANT: A perceived error in the evaluation of assessment material/ performance allows students to request a Review of Module Mark.

Review of Module Mark

There are two types of error that can occur:

Error in Calculation or Recording of Mark

- Where assessment has been correctly marked but the mark has not been correctly included in the calculation of the overall mark. No fee.

Error in the Evaluation of Assessment Performance or Material

- Review involves recheck of assessment material by an independent review examiner to see if the perceived error (as claimed by the student) actually occurred. Fee: €80. In the event of a review leading to an increase in a module mark, the fee charged shall be refunded in full.

Step A: To request a Review of Module Mark you must obtain the appropriate form from the Examinations Office when you view your assessment material. This form has a section that must be signed and dated by the Examinations Office staff and will not be accepted by the Registrar's Office if this section is not complete. You cannot download this form online.

Step B: The Request for a Review of Module Mark must be submitted within 5 working days of viewing assessment material (i.e. within 5 working days of the Examinations Office date stamp).

If you have any queries in relation to the appeals process check <http://www.mycit.ie/appeals> or email registrar@cit.ie or call to the Registrar's Office.

For more information please go to www.mycit.ie/examinations and www.mycit.ie/appeals

Grounds for Assessment Appeals

1. Extenuating circumstances which were not known at the time of the assessment, or which were submitted sub rosa (in confidence to the Chair of the Assessment Appeals Board). There is a fee of €80 for this type of appeal, payable by debit/credit card over the phone on 021 4335389 or by calling to the Registrar's Office in person. Please note if you are calling in person you can use your student card for payment.

2. Procedural or administrative errors on the part of CIT in the conduct of assessment, or in the application of regulations governing assessment. There is a fee of €80 for this appeal, payable by debit/credit card over the phone on 021 4335389 or by calling to the Registrar's Office in person. Please note if you are calling in person you can use your student card for payment.

The Appeals Form can be downloaded from www.mycit.ie/appeals or call to the Registrar's Office, First Floor, Admin Building to get a hardcopy of this form. **The completed Appeals Form should be submitted to the Registrar's Office before 4.30pm on Wednesday, February 7th, 2018.** If your appeal is successful your fee will be refunded.

Important Note: In the event that the Institute is unable to facilitate the student to view their assessment material during the specified time, the student will be granted the five working day period from when they view their script/ assessment material. The student may only submit applications for review for the specific module[s] impacted by the delay.

Repeating?

Free academic tuition and classes available in Maths, Physics, Programming, Chemistry, Mechanics, Accounting and Economics on the **ALC Easter & Summer Programme**.

Visit: studentengagement.cit.ie/alc



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Still Unsure? Speak to an Academic Success Coach

Speak with an Academic Success Coach about your results and next steps.

Email: academicsuccesscoach@cit.ie quoting your student number and giving specific details of your query.



AnSEO
STUDENT ENGAGEMENT OFFICE



Just Ask! is a project of AnSEO - The Student Engagement Office in collaboration with the Exams Office, Office of the Registrar & VP for Academic Affairs, CIT