

# Guidelines For Reviewing Scripts

## NOTE

- Remember, a review is the process whereby you take a look at your script to check if the marking scheme has been applied correctly. A recheck is the process whereby you ask for your exam to be remarked. You can apply for a recheck without carrying out a review. However, it is highly recommended that you review your script before you apply for a recheck.
- You will receive a card with your Leaving Certificate results. Fill in this card, pick and return it to the secretary's office. (There is no need to return it to the superintendent directly).
- The superintendent is prohibited from providing clarification during the review session. This rule must be strictly adhered to.
- If you wish for a subject teacher to help you with the review, it is the student's responsibility to contact the teacher directly.
- When in the review centre, do not, under any circumstances, write on your script.
- No pens are allowed into the room in which the reviews are taking place.
- A sample number of scripts returned to schools for reviewing are photocopied by the Exams Commission to check if material has been added in the review sessions.
- Bring a calculator.
- The marking schemes will be supplied in the review centre. Sometimes it is useful to study these beforehand. They will be available on [www.examinations.ie](http://www.examinations.ie) a few days before the review sessions.
- The exam papers are not supplied in the review centre. It is sometimes difficult to figure out the marking scheme without reference to the questions being asked. It is therefore recommended that you bring a copy of the exam paper with you when reviewing your scripts. These are available on [www.examinations.ie](http://www.examinations.ie).
- The material and marks for orals and some practical component e.g. Art, are not be provided by the Exams Commission for reviewing.

	Mark	Mark
Q. 1	20	
Q. 2	10	
Q. 3	40	
Q. 4	30	
Q. 5		
Q. 6	50	
Q. 7	50	
Q. 8	50	
Q. 9		
Q.10	[5]	
Total	250	

*The above grid will be on the cover of your exam paper. Some exam papers will have marks (usually in green pen) in the far right hand column. This means your exam was marked twice, once by an original marker and then by his/her supervisor. The two sets of marks may be the same or different. Your final mark will be that given by the supervisor even if it is lower than the marks awarded by the original marker. If your exam was marked twice it is extremely unlikely that any recheck will result in any change.*

## Step 1

Check that the marks are added up correctly. If you were required to answer 8 questions in your exam and you answered an extra 9<sup>th</sup> question, all questions will be corrected and the lowest marked one will be deducted from your total. This deducted question will be marked in a square bracket [ X].

## Step 2

- The % will not be written on your exam.
- If the exam you are reviewing has one paper only check the total number of marks (from the exam paper) for this exam.
- Convert your total mark to %. Do not write this on your script.
- Check that this % is within the grade you received.
- If the exam you are reviewing has 2 papers you can only convert to % when you have checked both papers.
- If the exam you are reviewing has a practical or aural or oral component the % from your paper will *not* equate to your overall grade. If this is the case, proceed with the remaining steps.
- If your complete mark does not correspond to the grade you received on your provisional Leaving Certificate there is a fast track process to correct this error. If this is the case, you should speak to the exam superintendent in charge of the review process.

Margin with your marks	
<hr/>	10
	2
	3
	5
TOTAL = 20	

Question: Your Answer

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**Step 3**

Check that the TOTAL mark (i.e. 20) has been transferred correctly to the front page.

Repeat this step for all questions.

Margin with your marks	
<hr/>	10
	2
	3
	5
TOTAL = 20	

Question: Your Answer

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**Step 4**

Check that the individual marks have been added correctly

i.e.

$10 + 2 + 3 + 5 = 20$

Repeat this for all questions

Question: Your Answer

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Margin With  
your marks

10

2

3

5

TOTAL = 20

### Step 5

Check that all parts of your answer have been corrected.

There should be no large sections of work without a red mark.

Repeat this for all questions

### Note

Most upgrades arise out of mistakes discovered in Steps 1 to 5.

### Step 6

Only now should you check the marking scheme and answers provided.

This involves checking the correct answer and the marks allocated to each against your answers and the marks you received. If this is done correctly it should take you the bulk of the time you spend

“Reviewing” your script. Remember, the marking scheme should be used to determine if the marks has

been applied correctly. It is a fruitless exercise to attempt to determine if the making scheme used is fair

or not. **There is no point in trying to obtain extra marks if you feel the marking scheme is unfair.**

**Extra marks will only be awarded if the marking scheme has been incorrectly applied.** Some marking

schemes are very “black and white”. It is very easy to figure out why marks were awarded or not. This

is normally the case for subjects like, Maths, Chemistry, Biology, Physics, Applied Maths, and to a

lesser extent, Business and Economics. Other marking schemes are not as clear-cut. For example, an

English essay may only have the total mark at the end of the essay and it is very difficult to work out

the breakdown of why marks were awarded or not. This may also be the case for other subjects such as

Classical Studies, History of Art and the languages.

#### IF YOU FIND AN ERROR

There is a “candidate observation sheet” available to make reference to any errors you have found. This

sheet is available from the review superintendent in the review centre. You must leave the room in

which the reviews are taking place and write on this sheet what you want to draw attention to. It is not

necessary to fill in this sheet in order to request a review of your script but it is recommended that you

do so. A separate sheet must be used for each subject.

## Step 7

If you choose to request a recheck remember, the following.

1. Your grade can go up as well as down.
2. If you received a “D 1” grade (50%-54%) and your percentage was around 53%-54% it is very unlikely (but not impossible) for you to lose a sufficient number of marks to drop your grade below 50% to a D2. *If there is an error in the marking* there is a greater chance that your grade will increase up to the next grade rather than decrease to the grade below.
3. If you received a “D 1” grade (50%-54%) and your percentage was around 50%-52% it is very unlikely (but not impossible) for you to gain a sufficient number of marks to increase your percentage to 55% i.e. the next grade up. Remember 1 mark is not the same as 1%. This varies from subject to subject. For example, Maths is marked out of a total of 600 marks therefore 1 mark = 1/6 of % or, to increase your grade by 1% you need to be upgraded by 6 marks. Even if there is an error in the marking in your favour there may be a chance that your grade will drop to the next grade below (compared with note 2 above). This may occur if the review process later spots marks awarded that should not have been given to you in the first place.
4. Before getting a recheck you should read the Exams Commission booklet entitled “Results Appeals Process”. This booklet will be sent in August.
5. If you decide to get a recheck fill out the application form and return it to the school along with the fee. Check the closing date. The College cannot process an appeal without the proper documentation being submitted by the correct date.
6. If you are upgraded to a number of points that is *higher* than the points required for your course you *may* be offered a place on your chosen course. However, the college concerned may wish you to defer the offer until the following year.
7. If you are upgraded to the *exact* points required for your course you will be offered a place if random selection of students on *exactly* the number of points required was *not* applied to your chosen course. However, the college concerned may wish you to defer the offer until the following year.
8. If you are upgraded to exactly the points required for your course you *may* be offered a place if random selection of students on the *exactly* the number of points required *was* used. However, the college concerned may wish you to defer the offer until the following year.
9. If, as a result of an upgrade, you are entitled to a place on a course you will be offered this course. However, if the course is one where the numbers are strictly controlled (like Medicine and Dentistry) the third level institute will encourage you to defer your place until next year. If however, the course is one like Arts they may let you take up your offer this year. One other factor that is also taken into consideration is if the course has already started. You may have missed 2/3 weeks of lectures or in the case of Trinity, which starts in early October, you may not have missed many lectures. The rules determining the uptake of a late offer due to an upgrade depends very much on the third level institute concerned and the individual faculty within the institution.
10. If you decided to get a recheck of one or more scripts you must fill out a separate form that is available from the school. This form must be returned to the school stamped by the bank where the fee has been paid by the date specified on the back of the form. You cannot return the form directly to the Exams Commission, it must be returned via the school. You can make the necessary payment online ([www.examinations.ie](http://www.examinations.ie)). If you choose to make the payment in this way you must print out a receipt from the online process and return this to the school.
11. The results of any recheck are normally available in mid-October. It is not possible to determine an exact date as it very much depends on the total number of scripts to be reviewed nationwide.
12. If you do not receive an upgrade that you still think you deserve there is a further step you can take. You can apply to an Independent Appeals Scrutineer. This is done by contacting the exams commission directly. However, it should be noted that the scrutineer does not mark the exam script again. He/she simply checks if the exam commission has followed correct procedure. You cannot avail of this process if you have not availed of the initial remarking process. If an expected upgrade does not occur it may be that you were given the marks in the area you thought was incorrectly marked, but you may have been deducted marks elsewhere on your paper.
13. If you are still unhappy with the outcome of the scrutineer’s decision you can take a final step of contacting the Ombudsman.

## **Please Note The Following**

1. Feeling you should have scored a higher mark is irrelevant in the review and recheck process.
2. Feeling you were hard done by is irrelevant in the review and recheck process.
3. Feeling you should have scored more than other students is irrelevant in the review and recheck process.
4. Feeling the paper was difficult is irrelevant in the review and recheck process.
5. Being 5/10 points short of a course is irrelevant in the review and recheck process.
6. If you feel a particular subject was your best subject and you did not get the grade you feel you should have - is irrelevant in the review and recheck process.
7. Feeling the marking scheme was harsh is irrelevant in the review and recheck process.
8. Feeling the marking scheme is unfair is irrelevant in the review and recheck process.

***The only thing that is relevant is:  
Has the marking scheme, which is fixed in stone,  
been applied correctly to your script?***

- Also, a teacher within the school will be appointed by the Exams Commission to oversee the review process. He/she is precluded by the Exams Commission from assisting a candidate in any way with the interpretation of the marking schemes during the review process.
- In addition, it is the student's responsibility to organise the person who he wishes to accompany him into the review centre.

## NUMBER AND OUTCOME OF APPEALS 2014

A total of 5,447 candidates made applications for appeals against 9,267 grades leading to 1,673 upgrades, which is 0.44% of all grades awarded.

	Level *	Grades	Appeals	Upgrades	As a % of Grades
ACCOUNTING	A	4,212	233	40	0.9%
AGRICULTURAL SCIENCE	A	6,329	297	108	1.7%
APPLIED MATHEMATICS	A	1,569	30	4	0.3%
ART	A	7,723	285	18	0.2%
BIOLOGY	A	24,443	974	250	1.0%
BIOLOGY	G	8,514	13	0	0.0%
BUSINESS	A	11,674	477	62	0.5%
CHEMISTRY	A	7,226	508	70	1.0%
CLASSICAL STUDIES	A	500	58	10	1.8%
CONSTRUCTION STUDIES	A	6,847	66	7	0.1%
DESIGN & COMMUNICATION	A	4,097	121	17	0.4%
ECONOMICS	A	3,913	323	58	1.5%
ENGINEERING	A	4,172	29	8	0.2%
ENGLISH	A	35,122	1,596	200	0.6%
ENGLISH	G	17,154	35	10	0.1%
FRENCH	A	15,014	504	86	0.6%
FRENCH	G	11,482	28	7	0.1%
GEOGRAPHY	A	19,694	470	84	0.4%
GERMAN	A	4,722	130	25	0.5%
HISTORY	A	8,470	264	67	0.8%
HOME ECONOMICS	A	8,561	241	34	0.4%
IRISH	A	18,134	767	113	0.6%
IRISH	G	23,331	30	4	0.0%
LINKS MODULES	C	15,276	226	56	0.4%
MATHEMATICS	A	14,326	701	175	1.2%
MATHEMATICS	G	32,428	233	59	0.2%
MUSIC	A	5,926	137	17	0.3%
PHYSICS	A	5,399	221	20	0.4%
PHYSICS & CHEMISTRY	A	361	16	1	0.3%
RELIGIOUS EDUCATION	A	1,068	49	6	0.6%
SPANISH	A	3,397	120	31	0.9%
OTHERS **		48,961	85	26	0.0%
		<b>380,045</b>	<b>9,267</b>	<b>1,673</b>	<b>0.44%</b>