

Irish Board of Speech and Drama Examination Appeals Procedure

The Irish Board of Speech and Drama strives to provide a professional and fair assessment of each candidate.

For practical examinations, we aim to ensure this this by appointing examiners who hold a Licentiate Diploma from a recognised speech, drama and communications examining body, have at least six years' teaching experience, have undergone examiner training provided by the Irish Board of Speech and Drama, and agree to abide by the guidelines and criteria provided by the Irish Board in relation to the assessment of candidates.

For Diploma examinations a further safeguard to this process is provided by the appointment of two examiners for each practical examination (excluding Lesson Demonstrations) each of whom will have taught to a senior level for at least ten years.

Entry for Irish Board of Speech and Drama examinations is deemed to constitute acceptance of the judgement of the examiner(s). Candidates who wish to question the outcome of examinations should use the procedures outlined below.

In any dispute concerning the conduct of any examination, the decision of the Central Council of the Irish Board of Speech and Drama shall be final.

Appeals questioning the marks awarded will not be accepted.

The two broad categories of appeal which will be considered are

- a) claims of irregular procedure on the part of the examiner(s);
- b) a significant mismatch between the comments for one or more items and the marks awarded for those items, in relation to published criteria for the assessment of candidates.

Appeals Procedure for Practical Examinations

Appeals must be made in writing by the candidate, the candidate's parents (if the candidate is under 18 years of age) or the candidate's teacher and sent by post to the Director of the Irish Board of Speech and Drama.

The grounds on which the appeal is based must be stated and the appeal must be accompanied by the original (not a photocopy) of the report sheet. Candidates should retain a copy of the report sheet.

Appeals should be postmarked not later than 14 days after the issue of results by the Irish Board of Speech and Drama. The Irish Board will send an acknowledgement within 7 working days of the receipt of an appeal.

The appeal will be referred to the examiner(s) for comment. The Central Council of the Irish Board of Speech and Drama will reach a decision after receiving the comments of the examiner(s) in response to the appeal. The target time for resolving appeals is 28 days from the date of receipt.

The outcome of a successful appeal may be a revision to the marks awarded, or the opportunity of a free re-examination. In the event of a re-examination being offered, a time limit will normally be prescribed in the interests of all concerned. This may mean a special examination outside the normal examining periods. Any such re-examination shall be deemed to terminate the appeal procedure.

No certificate will be issued by the Irish Board in any case which is the subject of an appeal until the appeal has been adjudicated.

Review Procedure for Written Examinations

A review procedure exists for written examinations, including submitted materials. If a candidate wishes to appeal the result of a written examination or submitted dissertation, the paper or dissertation may be reviewed or re-marked. Requests for review should be made in writing by the candidate or the candidate's teacher and sent to the Director of the Irish Board of Speech and Drama. The original (not a photocopy) of the report sheet should be sent by post.

Requests for review should be postmarked not later than 14 days after the issue of results by the Irish Board of Speech and Drama. The Irish Board will send an acknowledgement within 7 working days.

The target time for reviewing an examination paper or dissertation is 28 days from the date of receipt of the request. The reviewer, appointed by the Central Council of the Irish Board, will review and re-mark the paper or dissertation and submit the marks and a report to the Central Council of the Irish Board for consideration. The outcome of this review will be the mark that stands, irrespective of the mark that was originally awarded. This will be the final stage of the review process and will bring the procedure to a close. No further correspondence will be entered into.

Central Council

Irish Board of Speech and Drama

Effective date of implementation: 1 January 2011