



1. TITLE: RECOUNT/RECONSIDERATION OF EXAMINATION RESULTS POLICY

- 1.1 Policy reference: CO-A-003-03
- 1.2 Category: Academic – Assessment
- 1.3 Approval date: July 2024
- 1.4 Approved by: Head of Learning
- 1.5 Effective date: July 2024
- 1.6 Review/revision date: July 2025
- 1.7 Unit responsible: Academic team

2. Policy declaration

2.1 Purpose

The purpose of a recount or reconsideration is to ensure that no error or irregularity has occurred in the assessment process. A reconsideration is not a reassessment of the candidate's performance in the examination in question. This policy sets out the formal process for requesting a recount and/or a reconsideration of written and/or clinical examination final results. It defines the scope and range of applications and possible outcomes.

This policy should be read with the College's Appeals Policy (CO-A-002-06). The Appeals Policy applies when a registrar who is dissatisfied with the outcome of a special consideration in assessment, a request for a recount of marks or a reconsideration of examination results wishes to formally appeal that decision.

3. Background

3.1 Objectives

A candidate may apply for a recount and/or a reconsideration of an examination result if they have reason to believe that there may have been an error in the calculation or collation of their marks, an irregularity in the examination, or that an examiner was prejudiced or biased against the candidate. A recount is a careful re-check of the marks recorded to ensure that no answer, or any portion of an answer, has been overlooked. A reconsideration will only be carried out on final results.

3.2 In scope

Registrars undergoing the following summative assessments: Written and Clinical examinations.

3.3 Out of scope

The following are not covered by this policy:

- > the Division of Rural Hospital Medicine's (the Division's) Rural Hospital Medicine Training Programme
- > exhausted examination attempts
- > exhausted time limits to complete training
- > a candidate that has breached the GPEP Written and Clinical Examination Rules
- > a decision by the Censor in Chief that a candidate has breached the GPEP Written and Clinical Examination Rules*
- > an application that relates to matters that fall under the remit of the College Special Consideration in Summative Assessment Policy, and where that policy was not utilised within the timeframe outlined
- > Fellowship assessments
- > Practice Based Alternative Assessment (PBAA).

4. Definitions

All definitions are available in the College's *Academic Regulatory Framework for Quality Assurance*.

5. Recount and/or reconsideration of examination results

5.1 Recounts and/or reconsiderations provide a mechanism for candidates to request a review of the assessment or marking process, and/or raise concerns or claims of prejudice or bias in the examination process. A recount and or reconsideration will only be carried out on final examination results.

This may include, if the candidate has reason to believe:

- a. there has been an error in the calculation or collation of their marks (recount)
- b. there was an irregularity in the examination (reconsideration)
- c. an examiner was prejudiced or biased against the candidate (reconsideration).

5.2 A candidate may not apply for a reconsideration on the grounds that they wish to challenge the academic judgement of an examiner concerning their performance in the examination (or include any such ground in their application).

5.3 Applications for recounts/reconsiderations must be made in writing on the approved form. Applications must be submitted within 10 working days of the candidates receiving their results. No late applications will be considered except in exceptional circumstances.

5.4 The Head of Learning (or delegate) will undertake an investigation into all claims of a recount/reconsideration and recommend a decision to the Censor in Chief who will make the final decision.

* These decisions may be appealed on the grounds set out in the Appeals Policy (CO-A-002-06).

6. Outcomes of investigations

- 6.1 If a recount of an examination result concerns an alleged error in the calculation or collation of the candidate's marks and the investigator is satisfied that there was such an error, the investigator may recommend to the Censor in Chief that the candidate's results be amended. If the investigator finds that there was no such error, the Censor in Chief must uphold the original result.
- 6.2 If a reconsideration of an examination result concerns an alleged irregularity in the examination or an allegation that an examiner was prejudiced or biased against the candidate, the investigator must recommend that the original result be upheld, unless they are satisfied that:
- a. there was such an irregularity, prejudice or bias; and
 - b. there is a real likelihood that the irregularity, prejudice or bias materially affected the candidate's result.
- 6.3 The Head of Learning (or delegate) may make one of the following recommendations to the Censor in Chief:
- a. that the candidate's original result be upheld;
 - b. that the candidate's original result be adjusted;
 - c. that the candidate be permitted to re-sit the examination without having to pay the applicable fee when the examination is next held.
 - d. that the candidate is given the opportunity to sit an alternative assessment.

7. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Special Consideration in Summative Assessment Policy – including Special Examination Arrangements (CO-A-003-02)
- > Application for Special Consideration in Summative Assessment – including Special Examination Arrangements
- > Application for Recount/Reconsideration of Examination Results
- > GPEP Written and Clinical Examinations Rules
- > Appeals Policy (CO-A-002-06)