



1. TITLE: PROCEDURE: RECOUNT/RECONSIDERATION OF EXAMINATION RESULTS

- 1.1 Policy reference: Recount/Reconsideration of Examination Results Policy (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. Purpose

This procedure provides registrars with a clear process for formally applying to The Royal New Zealand College of General Practitioners ('the College') for a recount of marks and/or a reconsideration of Written and/or Clinical examination final results.

3. Scope

This procedure applies to all registrars undergoing summative assessment (Written and Clinical examinations) in the General Practice Education Programme ('GPEP' or 'the programme') who are applying for a Recount or Reconsideration of Examination Results.

4. Definitions

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

5. Procedures

5.1 Procedure for a recount or reconsideration of a final examination result

Step	Action	Recommended timeframes
1.	<p>The College sends formal notification of final examination results (Written and Clinical) to all applicable candidates.</p> <p>The written notification will set out the:</p> <ul style="list-style-type: none"> › right of the candidate to request a reconsideration of the decision within ten (10) working days of receipt of the notification › contact details of the Head of Learning (or delegate) for reconsideration applications. 	
2.	<p>If a candidate wishes to request a recount or reconsideration of their final examination results, they must complete the Application for Recount/ Reconsideration of Examination Results and submit it to the Head of Learning (or delegate).</p>	<p>Must be submitted to the College within ten (10) working days of the candidate being notified of the relevant examination result, unless exceptional circumstances exist (e.g. serious illness or a bereavement).</p>
3.	<p>The College acknowledges receipt of the application.</p>	<p>Within two (2) working days of receiving the completed form.</p>
4.	<p>The Head of Learning (or delegate) reviews/evaluates the application and recommends a decision to the Censor in Chief. The final decision will be one of the following:</p> <ul style="list-style-type: none"> › The candidate's original result is upheld › The candidate's original result is adjusted › The candidate is permitted to re-sit the examination, without having to pay the applicable fee, when the examination is next held › The candidate is given the opportunity to sit an alternative assessment. 	<p>Within ten (10) working days of receiving the application.</p>
5.	<p>The candidate is formally notified in writing of the outcome decision.</p>	<p>Within five (5) working days after completing the evaluation.</p>
6.	<p>The outcome decision is recorded in the College database.</p>	<p>Immediately following the formal notification of the outcome decision to the candidate.</p>
7.	<p>If the candidate is not satisfied with the outcome, they may formally appeal the decision. The Appeals Process applies.</p>	<p>Within ten (10) working days of receiving the formal outcome decision from the College.</p>

NOTE: All correspondence relating to applications, including the application form and associated documentation, must be saved by the College in the registrar's file.

6. 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)

7. Administrative procedures

7.1 Promulgation of published procedure

This procedure will be available via the College website.