

## Policy and Procedures for Review of Examination Results

### Review of Examination Results

A candidate may apply for a review of their examination results by application to the Head, Education and Examinations (E&E), HKICS. The review of the examination results is a two-stage procedure.

- 1.1 A candidate may submit a request in writing through the Secretariat for a review of his/her examination result(s) on the following grounds:
- (a) the examination was not conducted in accordance with the Examination Regulations or the arrangements prescribed for the Institute's Chartered Governance Qualifying Programme examinations;
  - (b) an administrative, or other material irregularity has occurred;
  - (c) there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the Assessment Review Panel (ARP) before its meeting. Such circumstances must be supported in writing by contemporaneous or other evidence.

A candidate must submit his/her review application form with the review application fee of **HK\$2,200.00 per module** to the Secretariat within **ten (10) working days** from the release date of the examination result.

### 1.2 Stage 1: Request for Review

1.2.1 Stage 1 provides an opportunity to check that the result awarded has not been affected by any error or oversight on the part of the Chief Examiner.

1.2.2 Upon receipt of the request, the Head of E&E will instigate the rechecking procedure:

- (a) Report to the ARP Chairman and proceed for a clerical check on the grades submitted to the ARP.
- (b) Report on evidence of extenuating circumstances for consideration by the ARP Chairman.

1.2.3 Outcomes:

- (a) Where a clerical error is confirmed or extenuating circumstances are accepted, or if the ARP Chairman considers that error(s) in the marking have been identified, the ARP Chairman may adjust the grade approved by the ARP within **fourteen (14) working days**.
- (b) The ARP Chairman will return the result of the reassessment to the Head of E&E, who will inform the candidate of the outcome within **seven (7) working days** on the confirmation from the ARP Chairman.
- (c) If the APR Chairman determines that there are prima facie grounds for a Stage 2 review, he/she shall refer the case to the Examination Results Review Panel within **three (3) working days** of his/her decision.
- (d) **If the ARP Chairman considers that there are no grounds, he/she will overrule the review.**

### 1.3 Stage 2: Examination Results Review Panel

1.3.1 Subject to the referral by the ARP Chairman of 1.2.3 (a) above, an Examination Results Review Panel (ERRP) meeting will be convened. Membership of the ERRP is composed of three members as follows:

- The Chairman of the Education Committee or a member of the Education Committee appointed by the Chairman;
  - One Assessment Review Panel member; and
  - The Chief Examiner and/or Reviewer of the module
- 1.3.2 The ARP Chairman and Chief Examiner may be invited by the ERRP to submit, prior to the meeting, comments relevant to the case under discussion and to attend the meeting of the ERRP at which the case is being considered.
- 1.3.3 The decision of the ERRP shall be final.
- 1.3.4 **The fee of HK\$2,200.00 per module will be refunded only if the review results in a change to the grade in either the Stage 1 or Stage 2 process. If the review is overruled, the review fee of HK\$2,200.00 is non-refundable.**