ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Appeal Procedure for College Examinations

This appeals procedure applies to all examinations conducted by the College with the exception of the Intercollegiate Specialty Fellowship (Dental) examinations and MRCP(UK) examinations. Information can be located on the relevant pages of the College website.

Reasons for an Appeal

1.1 An appeal is a request for a review of an examination result.

1.2 A candidate may appeal on the grounds of (1) marking process error, (2) unfair or defective College procedure or (3) medical or adverse personal circumstances.

1.3 A candidate may not appeal against a matter of academic judgement.

1.4 Medical or adverse personal circumstances should be intimated to the College in writing before the examination date. A candidate may appeal on the grounds of a failure of the College to take account of such medical or adverse personal circumstances intimated in advance or of adverse medical or personal circumstances not previously intimated in writing if good reason is provided for the failure to so intimate in writing.

1.5 In the event of an appeal on the grounds of marking process error, if a reassessment shows the candidate did reach the required pass mark then the fail may be declared void and a pass mark awarded. A pass mark may not be awarded on any other grounds.

1.6 In the event of a successful appeal on the grounds of unfair or defective College procedure or medical or adverse personal circumstances the candidate may be awarded a refund of the examination fee they paid or a free entry to the next diet of the same examination.

The Appeal Process

2.1 An appeal or an intimation of an intention to appeal must be made in writing to the Head of Examinations at the College within 30 days of the publication of the result to be appealed against. Where an intention to appeal is intimated the appeal itself must be made in writing to the Head of Examinations at the College within a further fourteen days.

2.2 The appeal shall state the name and address of the candidate, the examination result appealed against, the grounds of appeal and the remedy sought. The appeal shall be accompanied by such evidence of medical or adverse personal circumstances as may be relevant.

2.3 A letter of appeal or intimation of appeal or any other documents required for consideration shall be treated as having been given or sent on the day it is received by the College: any letter or document sent to any person including the appellant shall be sent to the person's last notified address and shall be treated as having been given or sent on the day that it is posted.

2.4 On receipt of an appeal the Head of Examinations and the Registrar of the Examination shall consider the appeal. The appeal may be:-

(a) Dismissed as not on appropriate grounds in accordance with 1.2 hereof.
(b) Dismissed because out of time or incomplete.
(c) Upheld

2.5 If an appeal on the grounds of marking process error is upheld then the fail may be declared void and a pass mark awarded.

2.6 If an appeal on the grounds of unfair or defective College procedure or medical or adverse personal circumstances is upheld the candidate may be awarded a refund of the examination fee they paid or a free entry to the next diet of the same examination.

Further Review

3.1 In the event that the appeal is dismissed in accordance with 2.5(b) hereof there shall be no further appeal.

3.2 In the event that the appeal is dismissed in accordance with 2.5(a) hereof and the candidate wishes to pursue the appeal further the candidate must intimate their intention in writing to the Director of the relevant Board of Examiners within 30 days of notification of dismissal.

3.3 On receipt of such intimation the Director will consider the appeal and either confirm dismissal of the appeal, which decision shall be final, or the Director may allow the appeal to proceed to review by an Appeal Board.

Convening an Appeal Board

4.1 When review by an Appeal Board is required, the Director of the Board of Examiners shall appoint an Appeal Board consisting of:-

(i) A Chairman, who shall be either the President or Vice President Medical or Surgical
(ii) Two examiners from another Royal College
(iii) External authority from a University
(iv) The Appeal Board Secretary, to minute proceedings but have no vote.
(v) A non-voting legal adviser, if thought appropriate by the Director.

4.2 The Appeal Board will meet for a hearing as soon as reasonably possible.

4.3 The Head of Examinations and the Registrar of the Examination may be asked to attend to give information to the Board.

4.4 The Secretary will:-

(i) request information relating to the decision appealed against
(ii) intimate the date of the hearing to the appellant and request payment of a fee for convening the Appeal Board (to be determined from time to time by the College and set to recover the costs of convening the Appeal Board). The appellant will be informed that the hearing will not take place unless the fee has been paid.
(iii) inform the appellant, normally two weeks in advance, of the names of the persons who will be on the Board and the time and location of the hearing.

Procedure for a Hearing

5.1 The hearing will only take place if the appellant has paid the required fee.

5.2 The hearing will be held in private.

5.3 The appellant may attend the hearing and may be accompanied by a legal adviser or supporter, whose name must be intimated to the Secretary in advance of the hearing.

5.4 At the hearing the Board may address any questions to any parties present: the appellant or the appellant's representative may make a statement and may, through the Chairman, address any questions to any parties present.

5.5 Thereafter all persons except the members of the Board shall withdraw while the Board considers its decision. The Board may reach its decision or defer its decision pending further enquiries.

5.6 The Board may at any stage adjourn.

Disposal

6.1 The Board shall determine the appeal at the conclusion of its consideration or as soon as possible thereafter. It shall decide by a majority.

6.2 The Board may dismiss the appeal or uphold the appeal.

6.3 If an appeal on the grounds of marking process error is upheld then the fail may be declared void and a pass mark awarded.

6.4 If an appeal on the grounds of unfair or defective College procedure or medical or adverse personal circumstances is upheld the candidate may be awarded a refund of the examination fee they paid or a free entry to the next diet of the same examination.

6.5 If an appeal is upheld the fee will be refunded to the appellant and any reasonable and proportionate costs incurred by the appellant may be defrayed.

6.6 The decision will be intimated in writing to the appellant as soon as possible and normally within one week of the decision being determined.