

Just **ASK!**

about...

**Results**



Important information from the Examinations Office, AnSEO – The Student Engagement Office & Registrar’s Office to help guide you through the results process.

## PLEASE NOTE



This document is intended as a guide to help you better understand your assessment results. Full information can be obtained from [MTU Cork Campuses Exams website](#) and it is very important that you read this detailed information should you have any concerns regarding your assessments and results to fully inform yourself of options and associated deadlines.

It is your responsibility to abide by the deadlines outlined and contact your Academic Department to discuss specific queries in relation to your results. Information provided here was correct at time of publication. Please ensure you keep checking for updates on the link above and on all other links referred to in this document.

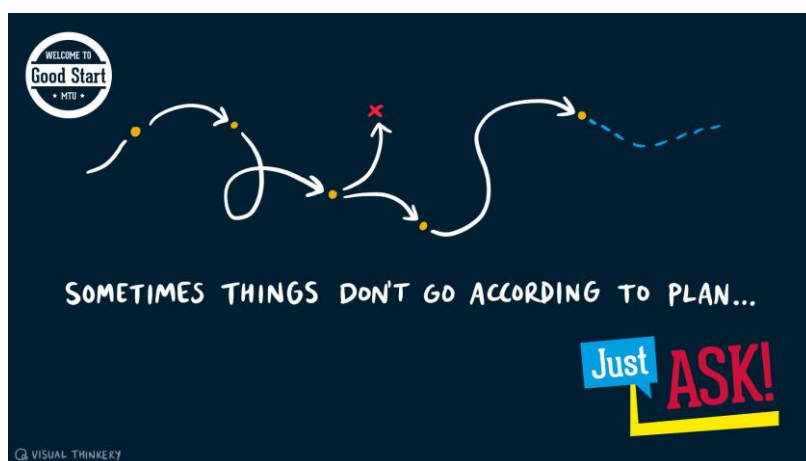
## FIRST THINGS YOU NEED TO KNOW:

- End of Semester module results are available online from **Wednesday 31<sup>st</sup> January 2024**
- The Examinations Office will contact you via your **STUDENT EMAIL** with information accessing your results.

**IF YOU PASSED ALL OF YOUR MODULES AND ARE HAPPY WITH YOUR RESULTS...  
CONGRATULATIONS AND WELL DONE!**

**IF YOU ARE NOT HAPPY, READ ON...**

- There will be reassessment opportunities.
- No matter what your results are like, you have options.
- Please read this document in full, stay in contact with your Academic Department, check your student emails regularly and use the Just Ask! about Results Helpdesk.





## JUST ASK! ABOUT RESULTS HELPDESK

If you have a query after you have read this document, you are advised to contact your Academic Department. Key contacts include **your Module Lecturers or Course Coordinators**. They will be able to provide information on the specifics of your query. It is generally advised that you make contact with them by email.

The team from AnSEO – The Student Engagement Office are also available at the Just Ask! about Results Helpdesk. The AnSEO team cannot advise you on the specific details of your exam results, but they can help point you in the direction of someone who can.

**You can find more information on AnSEO and on the helpdesk at the end of this document.**

Conversations on an individual student's results can only happen with the individual student concerned. We cannot disclose details relating to individual student results to any third parties.

This very useful guide is something that will help you to understand your assessment and exam results, and what happens next. If there is anything you don't understand, your Students' Union is located on the First Floor of the Student Centre and you can always pop in and ask any questions you might have, and the team will try to help you! You can also contact me directly on my email [sueducationcork@mtu.ie](mailto:sueducationcork@mtu.ie). Your Students' Union is always here to help!

Wishing you all the best, Oisín Gahan, MTU Cork Students' Union Vice President Education

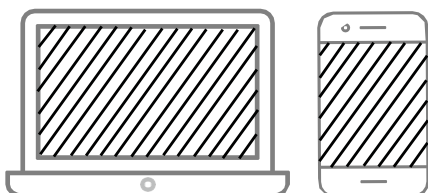
## NOW, FOR MORE DETAIL...

### ACCESSING YOUR RESULTS ONLINE

The Examinations Office will contact you via your **@myCIT email with information about accessing your results**. Guidance on how to view your results online can also be accessed by [clicking here](#).



### CAN'T SEE YOUR RESULTS?



Information on how to view your results online is [here](#). If you still require technical support, contact the IT Service Desk at [servicedesk@mtu.ie](mailto:servicedesk@mtu.ie), quoting your student number.

Remember, if there are unpaid fees on your account, a hold will have been placed on your results. Details of the hold are provided on your online Web for Student Results Page – click **“View Holds”**. Your results will be released on payment of fees. This process can take up to 5 working days from payment date. Queries regarding fees should be addressed to [feesCork@mtu.ie](mailto:feesCork@mtu.ie), quoting your student ID number.

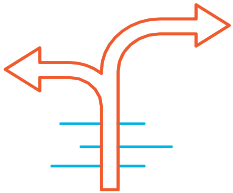
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## PASSED ALL OF YOUR MODULES?

Congratulations!

Remember, a Good Start is half the work, so, get down to work early in Semester 2 and maximise your potential.



## NOT HAPPY WITH YOUR RESULTS?

Don't panic, you have options... If you were unsuccessful in one or more modules you will, in most cases, be afforded a reassessment opportunity over the summer months. Your Academic Department will confirm your reassessment requirements. If you are a final year student, you must pass all modules before being eligible to graduate.

## DON'T UNDERSTAND YOUR RESULTS? READ ON...

The standard pass mark for a module is 40.

On passing a module, the University records your achievement and awards you the number of credits assigned to the module. If you have a mark of less than 40 in a module, you will not be awarded credits in the module - unless you are able to pass by compensation. For more information on pass by compensation, go to page 5.

[MTU Cork Campuses Examinations website](#) has a lot of useful information which can help.



## EXAMINATION RESULTS CODES

There may be codes on your results, this table explains most of these codes.

| Overall Result Code | Overall Result  |
|---------------------|---|
| H1                  | First Class Honours   |
| H2                  | Second Class Honours Level 09 only  |
| Z1                  | Second Class Honours Grade 1  |
| Z2                  | Second Class Honours Grade 2  |
| DT                  | Pass with Distinction   |
| ME                  | Pass with Merit   |
| M1                  | Pass with Merit-Grade 1   |
| M2                  | Pass with Merit-Grade 2   |
| PS                  | Pass  |
| AB                  | Did not present at any assessment   |
| WD                  | Withdrew  |
| WH                  | Withheld. All modules withheld  |
| FL                  | Fail. All modules failed  |
| DE                  | Deferred. All modules deferred  |
| CO                  | Progress with Credits Outstanding   |
| CP                  | Cannot progress-credits outstanding from previous stage   |
| IN                  | The candidate has not yet gained all credits for programme to this stage, therefore an overall result is not applicable at this point. Additional credit(s) required. |
| SP                  | Special Progression   |



## FAQS

### 'What does 'WH' mean?'

WH means that that the result of your module has been Withheld due to a query about some aspect of the assessment submitted. You should contact your Head of Department for clarification.

### 'What does NP mean?'

NP (Not Present) means you did not submit for any of your assessments in this particular module. This counts as an attempt. Generally, you have the option (subject to compliance with module reassessment requirements) of being reassessed in the Autumn.

## PART-TIME STUDENTS

Please note you have to present your full set of module marks for a stage before compensation can be considered.

### Module Result

| Code | Result       | Description   |
|------|--------------|---|
| I    | Deferred     | Result deferred due to exceptional circumstance     |
| X    | Exempt       | Based on Prior Learning                             |
| NP   | Not Present  | Did not present any assessment                      |
| W    | Withdrew     | Withdrew after week 6, formally notified university |
| WH   | Withheld     | Candidate's results withheld                        |
| P    | Pass         | Pass (Pass/Fail Modules only)                       |
| F    | Fail         | Fail (Pass/Fail Modules only)                       |
| C    | Compensation |   |

## COMPENSATION EXPLAINED:

Compensation only occurs at the end of a stage (in most cases this is at the end of the academic year). On completion of your Semester 2 modules, an Exam Board considers your overall performance during the year. If you are eligible to compensate on the failed module(s) a "C" appears next to your mark on your overall set of results and you can progress to the next stage of your programme. Your student record will update accordingly.

Normally you will be able to compensate failed modules and progress only if:

- No failed module has a mark for less than 35.
- and
- Looking at your most recent mark for each module in the stage, you have no more than 20 ECTS (typically 4 five credit modules) with marks in the range 35-39;
- and
- You have passed and satisfied additional criteria in ALL of the remaining modules;
- and
- The surplus of the marks in the passed modules being presented in the current sitting is at least double the deficiency in the failed module(s).

**Please Note: Some modules have restrictions and will not be eligible for compensation. For further information regarding compensation contact your Academic Department.** [MTU Cork Campuses Exams website](#) has a lot of useful information which can help.



## FAQS

### 'I got 25% in one module and passed all my other modules. Can I compensate?'

Unfortunately, in this case, you will not be eligible to pass by compensation at the Summer sitting as your grade in the failed Semester 1 module is lower than 35%. However, depending on your performance in your other modules, you may still be eligible to progress into next year. Make sure you consider the opportunities to succeed in Semester 2 by making use of all the supports available to you. These could include your Lecturers, Course Coordinators, the Academic Learning Centre and Academic Success Coaching.

### 'What happens if I need to repeat a Semester 1 module?'

In most cases, there will be an opportunity for you to be reassessed in a failed module from Semester 1 in Autumn 2024.

For certain modules, the assessment is inextricably linked to the delivery and so it will be necessary to retake the module in the next delivery period. Seek advice from your Academic Department in these situations.

**Please Note: Some modules have restrictions and will not be eligible for compensation. For further information regarding compensation contact your Academic Department.** [MTU Cork Campuses Exams website](#) has a lot of useful information which can help.

## REPEATING

**All students who need to repeat in Autumn 2024 will receive an information email after the release of Summer 2024 results.**

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## DO YOU FEEL YOU SHOULD HAVE DONE BETTER? READ ON...

'Assessment material' is a collective term for exam scripts, assignments, submissions, project work.

### REQUESTING A REVIEW OF MODULE MARK



#### STEP 1: VIEW YOUR ASSESSMENT MATERIAL AND IF YOU BELIEVE THAT YOU DID NOT RECEIVE THE CORRECT MARK, THEN YOU MAY REQUEST A REVIEW OF MODULE MARK.

##### How to view your Semester 1 assessment material:

You will need to submit a request to view your assessment material. Viewing of assessment material will be online and in person. This is managed by the Examinations Office. Visit [MTU Cork Campuses Exam Results webpage](#) for details of this process and of how to submit the request online.

**Be aware that the deadline for submission of requests to view Semester 1 assessment material is Thursday, 8th February at 4pm. Late applications will not be accepted.**

Viewing is limited to the current semester assessment material only. When your assessment material is ready for viewing, you will receive an email from the Examinations Office.

##### THERE ARE TWO TYPES OF ERROR THAT CAN OCCUR:

- **Error in Calculation or Recording of Mark:** Where assessment has been correctly marked but the mark for that assessment has not been correctly included in the calculation of the overall mark. No fee.
- **Error in the Evaluation of Assessment Performance or Materials:** This is when, having viewed your assessment material, you feel that your opinion of the exam material does not match the academic judgement of the Examiner. This review involves a recheck of assessment material by an appropriate review Examiner to see if the perceived error (as claimed by the student) occurred. Such a claim needs to be supported by evidence or argument and will only be considered if that is provided. Please note that there is a fee of €80 for this type of review, [payable by debit/credit card online](#). Cash payments are not accepted. In the event that your request for this type of review results in an increase in your module mark, your fee will be refunded.



#### STEP 2: SUBMIT A REQUEST FOR A REVIEW OF MODULE MARK

Having been notified that your assessment material is available to view and if you decide to request a review of your module mark, you must make contact with the Examinations Office and they will guide you through the 'Request for a Review of Module Mark' process. All communication will be sent to your @mycit.ie email address. [Click here](#) for details of how to complete a Review of Module Mark request form.

For more information, please read the following [Academic Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment](#) (see page 5, 10.3 and page 8, 11.2).

This document is intended as a guide to help you better understand your assessment results. It is for information purposes only. Further information can be obtained from [MTU Cork Campuses Exams website](#). It is your responsibility to abide by the deadlines and contact your academic department to discuss specific queries in relation to your results. This information provided was correct at time of publication. Please ensure you keep checking for updates on this link and in all other links referred to herein.

##### Please note:

Only those modules taken in Semester 1 can be considered for Request for Review of Module Mark in this assessment period. A perceived error in the evaluation of assessment material/performance allows students to request a Review of Module Mark.

##### Please note:

When requesting the review, you must identify and specify the error you believe has occurred. You cannot request a review simply because you are unhappy with your mark or because your mark is close to a certain grade.

# ASSESSMENT APPEALS

## Grounds for Assessment Appeals

1. **Extenuating circumstances** which were not known at the time of the assessment, or which were not possible to communicate within the usual timeframe, may be considered by the Assessment Appeals Board or the Chairperson of the Assessment Appeals Board. Students are reminded that extenuating circumstances are normally only considered where Departments are notified within the appropriate time limits.
2. **Procedural or administrative errors** on the part of the University in the conduct of assessment, or in the application of regulations governing assessment.



## FAQS

**'I want to appeal my results – I couldn't submit my lab reports mid-semester due to being ill and I have failed this module. What should I do?'**

In general, extenuating circumstances must be submitted in a timely manner so that they can be considered by your Lecturer(s) and the appropriate Exam Board. Therefore, evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Board meeting. [See Section 4 of the [Appeals Policy](#)].

### 1. Assessment Appeals based on Individual Extenuating Circumstances

In general, Individual Extenuating Circumstances must be submitted in a timely manner so that they can be considered by your Lecturer(s) and the appropriate Exam Board.

Accordingly, this means evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Board meeting. [See Section 4 of the [Appeals Policy](#)]. If it was not possible for you to submit your IEC claim in time for consideration by the appropriate Exam Board, and if you wish for your assessment mark to be reconsidered in light of this, then you may wish to submit an assessment appeal based on extenuating circumstances.

All claims relating to extenuating circumstances must be supported by appropriate evidence, supporting documentation and outline clearly why it wasn't possible for you to lodge the documentation at the time. This evidence must be independent and must include all important details such as the nature and dates of the circumstances in question. The University reserves the right to seek independent medical opinion.

These appeals are considered by an Assessment Appeals Board who may also seek input from the examining Department where appropriate. If your appeal is successful, your fee will be refunded to you. Extenuating circumstances can only be considered for the semester in which they occurred.

**For the Assessment Appeal - Extenuating Circumstances Form and more details on the process** go to [MTU Cork Campuses Appeals webpage](#). The deadline for submission of assessment appeals is Thursday, 8th February at 4pm.

Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is successful, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [MTU Cork Campuses Appeals webpage](#) or email [RegistrarCork@mtu.ie](mailto:RegistrarCork@mtu.ie).



## 2. Procedural or administrative errors on the part of MTU Cork Campuses in the conduct of assessment, or in the application of regulations governing assessment.

Issues which could give rise to such appeals include the following:

- The assessment/exam was significantly at variance with the module descriptor or the directed course of study;
- There were circumstances in the conduct of the assessment/exam which had a significant adverse effect on the student's performance;
- The student was seriously misdirected on the format of the assessment/exam;
- Examination regulations were not properly applied by the Exam Board;
- Irregularities in the conduct of the assessment/exam were not taken into account by the Exam Board.

**SPECIAL NOTE:** If a procedural or administrative error on the part of MTU Cork Campuses is known prior to the relevant Exam Board, then the Board should be informed of the error(s) so that it can be addressed where practicable. Where such an error on the part of MTU Cork Campuses has been addressed by the relevant Exam Board, it will not be allowed as grounds for an appeal.

The student has a responsibility to inform the University of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

These appeals are considered by an Assessment Appeals Board who may also seek input from the examining Department where appropriate. If your appeal is successful, your fee will be refunded to you. Appeals on procedural/administrative grounds can only be considered for the Semester in which the procedural/administrative error is deemed to have occurred.

**For the Assessment Appeal – Procedural/Administrative Form and more details on the process** go to [MTU Cork Campuses Appeals webpage](#). The deadline for submission of assessment appeals is **Thursday, 8th February at 4pm**. Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is successful, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [MTU Cork Campuses Appeals webpage](#) or email [registrarCork@mtu.ie](mailto:registrarCork@mtu.ie).



Please note, if you are considering appealing your results or requesting a review of module mark, it is very important to read the detailed [MTU Cork Campuses policies and procedures available](#)



## FAQS

**'In an online assessment for one of my modules, there were some technical issues which appeared to be outside of my control and which impacted on my performance in that assessment. I'm disappointed with my result in that module, and I am considering submitting a procedural/administrative appeal. Any advice?'**

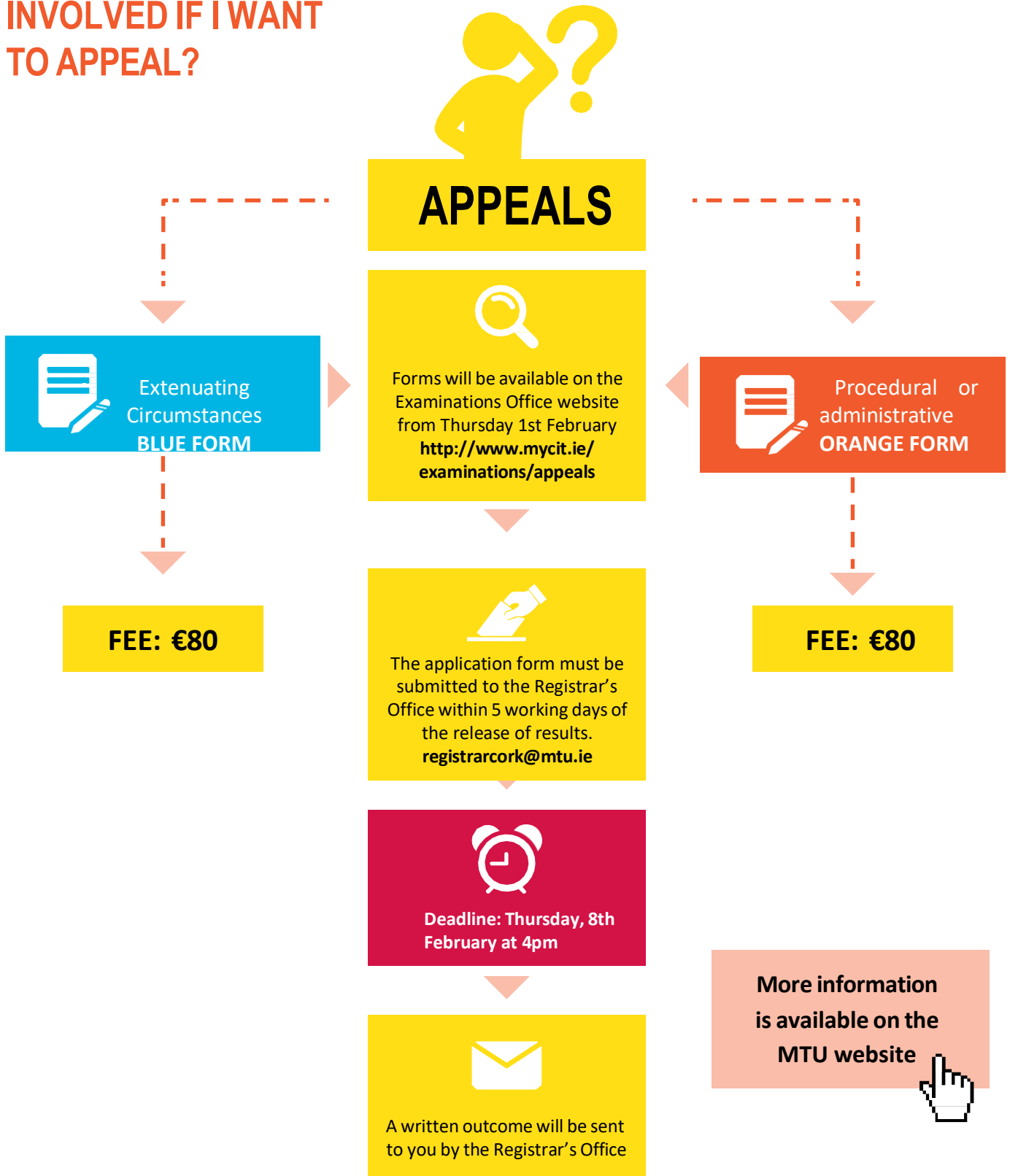
Students who experienced technical issues in assessment were advised to contact the module Lecturer as soon as possible, so that they could look into the matter and so that this issue could be addressed. Please note that it is the student's responsibility to contact the Lecturer immediately if and when there appear to be issues with any assessment. It is very important to note this if you are considering submitting a procedural/administrative appeal. Where an error on the part of MTU Cork Campuses has been addressed by the Lecturer/Department and/or by the appropriate Exam Board, this will not be allowed as grounds for an appeal. The student has a responsibility to inform the University of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

Appeals will only be upheld if it can be demonstrated that the circumstances had a large negative affect on your performance and that no other steps were taken to account for the disruption in the assessment of the material.

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## WHAT ARE THE STEPS INVOLVED IF I WANT TO APPEAL?



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# I WANT TO SUBMIT FOR A REVIEW OF MY MODULE MARK – WHAT SHOULD I DO?



## REVIEW OF MODULE MARK

1

Complete the online form to 'View Assessment Material' This will be available on the MTU website from 1st February

<http://www.mycit.ie/examinations/appeals>

**DEADLINE: Thursday, 8th February at 4pm**

2

The Examinations Office will email you back, acknowledging your application and asking if you can see your assessment material and marks.

3a

If you can view your material the Examinations Office will send you on the Review of Module Mark form.

3b

If you cannot view your material the Examinations Office will contact your Lecturer and organise access for you.

4

As soon as you have access to your material and marks, online or in person, you have **5 working days** to submit the review of module mark form to the Registrar's Office

If you are applying for a Request for Review of Module Mark (Error in Calculation) there is **no fee**.

If you are applying for an Error in evaluation of assessment material or performance there is a **Fee of €80 per module. 1 module per form**

**The Registrar's Office will inform you of the outcome**

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Information correct on date of publication: Tues 30th Jan 2024 and aligns

with MTU Academic Regulations and Policies for modules and programmes.

Results

## LINKS TO IMPORTANT DOCUMENTS & WEBSITES

**Academic Regulations and Policies** - [https://www.cit.ie/aboutcit/reports\\_plansandpolicies/academic](https://www.cit.ie/aboutcit/reports_plansandpolicies/academic)

Regulations for Modules and Programmes

[Academic Policy Governing Assessment Appeals and Errors & Omissions Relating to Assessment](#)

[Policy Governing Individual Extenuating Circumstances Relating to Examinations and Assessment](#)

MTU Cork Campuses Exams website - <http://www.mycit.ie/examinations>

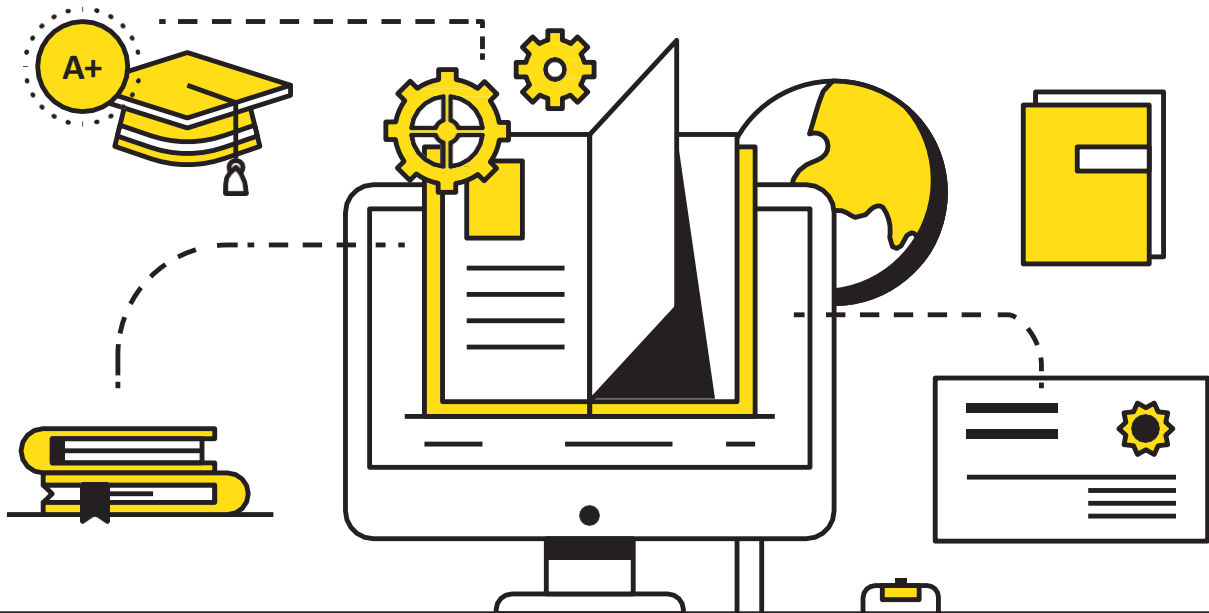
MTU Cork Campuses Exams Repeat Information webpage - <http://www.mycit.ie/examinations/timetables>

How to view your results - <http://www.mycit.ie/examinations.results.how-to-view>

Apply to view assessment material - <http://www.mycit.ie/examinations/results>

MTU Cork Campuses Appeals webpage - <http://www.mycit.ie/examinations/appeals>

To pay for Assessment Appeals and Reviews - <https://events.mtu.ie/index.cfm?page=events&eventId=861>



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## AnSEO STUDENT ENGAGEMENT OFFICE



### WE ARE HERE TO HELP! – HELPDESK

If you still feel unsure about who to contact with your query, you can phone the **Just Ask! about Results Helpdesk**.

The helpdesk is available on Thursday and Friday and is operated by members of the team at AnSEO – The Student Engagement Office.

For the purposes of data protection, please have your Student ID Number ready if you are contacting the helpdesk.

The helpdesk team will need to verify your identity before speaking to you about your query.

Helpdesk phonedlines may be busy, so please be reminded that you may need to be patient while awaiting a response.

*Helpdesk Phonenumber open from:*

Thursday 1st & Friday 2nd February  
11am - 1pm & 2 pm - 4pm

[Call: 021 4326300](tel:0214326300)



Your university.  
Your life. Your coaching.

### ACADEMIC SUCCESS COACHING

Academic Success Coaches are available to speak to students individually and in group coaching sessions. If you would like to speak to a coach about areas of your study life such as time management, motivation, mindset, habits or study strategies, you can book an individual appointment here <https://studentengagement.cit.ie/asc/book>

### NEED SOME EXTRA ACADEMIC SUPPORT?

**The Academic Learning Centre (ALC) offers free supports in a range of subjects. All students, regardless of year of study, may avail of these services.**

Do you want to get a better understanding of something you've covered in a lecture? Do you have questions about a particular area of your module that you'd like a bit of help with?

We are here to help you reach your academic potential. You can meet Lecturers from a wide range of subjects including Mathematics and Statistics, Computer Science, IT Skills, Mechanics/Thermofluids, Writing Skills, Physics, Chemistry, Accounting and Economics. These supports are available online or in person, many in 1:1 sessions.

[studentengagement.cit.ie/alc](https://studentengagement.cit.ie/alc)



Student Engagement Associates and Academic Success Coaches will be present in the foyers of the four Cork campuses on results day. If you have any questions about your results and don't know where to turn to, come find one of our helpful team and they will point you in the right direction!

Just Ask! is a project of AnSEO – The Student Engagement Office in collaboration with the Examinations Office and the Office of the Registrar & VP for Academic Affairs, MTU Cork Campuses

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