

WRITTEN EXAM REVIEW REQUEST FORM

(PLEASE USE BLOCK CAPITALS) Please note incomplete forms will be returned



The
Insurance
Institute

INSTITUTE MEMBERSHIP
NUMBER

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Personal Details

Salutation Mr/ Ms/ Mrs/ Other (please state)

First Name

Surname

Maiden Name

Date of Birth

Gender

Male Female

Home Address

Telephone

Mobile

Email Address 1*

Email Address 2*

* Please note 2 unique email addresses are required

Module Details

Module

Review

Module	Review

Notes

Please Complete, Print and Submit in hard copy within 10 working days after the date on which examination provisional results are published.

By completing this form, you are confirming that you have read and fully understood The Insurance Institute Exam Rules & Regulations (and in particular the regulations relating to Reviews).

You will receive a response within 10 working days.

Fee: Reviews: €65

Payment Details

Payment Method Cash/Cheque/PO Credit/Debit Card

Amount €

Cheque/
PO Number

(Please cross your payment
and make payable to 'The Iii')

Credit / Debit Card Laser Mastercard Visa Amex

Number

Name

Expiry Date

CVV (Last 3 digits on
reverse of card)

Employer

Contact Details

For Office Use Only

Date Received

Review Granted

Yes No

Outcome

Payment Received

Process Complete

Refund Issued
(If applicable)

Signature

Name (please print)

Signed

Date

Please note that the outcomes of all Rechecks must be presented to the Examination Board where all grade changes and awards (where applicable) are ratified.

Examination Reviews

(a) Definition of Review

A Review means the reconsideration in detail of all or part of the existing examination material by the examiner. The examiner will provide a detailed report on the candidate's script indicating, by subpart of each question, where the candidate lost marks in relation to the marking scheme.

A Review can also mean the consideration of other pertinent information where the application has been made based on various grounds specified in Examination Review (b) (iii). This consideration may involve reconsideration of examination material in light of the extra information.

In the case of multiple choice examinations, feedback cannot be given on a question-by-question basis in order to protect the integrity of the question bank. In light of this restriction, candidates who are unsuccessful in MCQs are provided with an individual feedback report which details the chapter, subchapter reference, and area from which the question comes. Therefore a review in the case of MCQ exam typically involves consideration of the specific grounds for the review specified in Examination Review (b) (iii).

(b) The grounds for review

- i. Before a Review procedure is initiated, a detailed written submission in accordance with the following paragraph must be received from the candidate.
- ii. The submission must identify the element or elements of the examination on which the Review is sought. It must also specify the grounds on which the Review is sought and must contain all information which the candidate wishes to have taken into account in the Review.
- iii. An application for a Review will only be considered if it is based on one of the following grounds:
 - a. The Examination Regulations of The Insurance Institute have not been properly implemented.
 - b. The Examination Regulations do not adequately cover the candidate's case.
 - c. The candidate's performance in the assessment was adversely affected by illness or other factors which, for valid reasons, the candidate was unwilling to divulge before the Examination Board reached its decision.
 - d. The candidate had formally notified The Insurance Institute of extenuating circumstances prior to or during the course of an examination, however, the Examiners and the Examination Board were not advised of such extenuating circumstances prior to considering the candidate's examination results or that the Examination Board did not give sufficient weight to such extenuating circumstances previously notified to The Insurance Institute.
 - e. There was a substantial error of judgement on the part of the Examiners with the result that the assessment given was totally at variance with previous assessments and performance levels.
 - f. There was a material administrative error or a material irregularity in assessment procedures which made a real and substantial difference to a candidate's result.

(c) Procedures to be followed to request a Review

- i. A written request for a Review must be received by the III, not later than 10 working days after the date on which the examination results are first published. Where a module result has been released as a provisional result the 10 day deadline commences from that date. Where a result has NOT been provisionally released the 10 days commence from the date the ratified results are published. In both, the term "published" will mean the date the results have been made available to candidates in the Results Area of the III website or have been added to the candidate's academic record in The Insurance Institute Member Area of the website.
- ii. Where The Insurance Institute is of the opinion that such action is appropriate, it may retrospectively exempt a candidate from the application of Examination Review (c) (i).
- iii. Candidates who intend applying for a review are strongly advised to view their examination script within the ten days after the examination results are published, under the conditions set out in Examination Review (c) (viii).
- iv. The III will charge a fee of €65 for a Review of each examination paper. In the event of a Review resulting in an upward revision of marks, this fee is refundable.
- v. The Review submission shall be considered by the module co-ordinator with module responsibility, the Examiner, and The Insurance Institute.
- vi. The candidate shall have the right, to appear personally before The Insurance Institute and may be accompanied if desired by another person.
- vii. Following receipt of the Examination Review Report the candidate may request to view their examination script under the conditions set out in Examination Review (c) (viii).
- viii. Candidates who wish to view their script (either as part of the process of applying for a review, or following receipt of the Examination Review Report), may do so in the offices of The Insurance Institute in the presence of The Insurance Institute's nominee, at a date and time to be agreed with The Insurance Institute. Access to Multiple Choice Questionnaire Answer Sheets is not allowed as it would not be helpful to a candidate without access to the Examination Paper (which is prohibited as its release would harm the examination process). While viewing their scripts, candidates will not be allowed to make copies or to be accompanied by anyone else.