



Architect's
Register
Admission
Examination

EXAMINATION REGULATIONS

Policy, Procedure & Regulations

1.0 Regulations- Summary

These regulations (a) facilitate the proper conduct of examinations, (b) provide for a well-ordered and calm environment in which candidates can complete their examinations, and (c) ensure that no candidate can gain unfair advantage over their peers.

ARAE is committed to ensuring that candidates are treated fairly and equally. Where a complaint arises, it is ARAE policy to endeavour to resolve the complaint in accordance with the principle of natural justice, equity and fair treatment.

The rights of both the complainant and the ARAE staff member(s) or service against whom the complaint is made will be given due regard in the implementation of these procedures. A candidate making a complaint will not be discriminated against or suffer any recrimination as a result of making a complaint. A member of staff who is the focus of an alleged complaint will not be discriminated against.

2.0 Examination Regulations

2.1 Examination Hall Regulations

- (1) Candidates should be in attendance at the examination centre at least a quarter of an hour before the commencement of each examination.
- (2) They should be seated and silent at least five minutes prior to the commencement of all examinations and should pay strict attention to details of emergency and safety procedures and to a résumé of examination regulations provided by the Invigilator-in-Charge.
- (3) Except in exceptional circumstances and at the discretion of the Invigilator-in-Charge, candidates:
 - a. Will not normally be admitted to the Examination Centre if they are more than fifteen minutes late. Candidates who arrive late should notify the invigilation team leader of their presence and wait to be seated by an invigilator.
 - b. Will not be permitted to leave the Hall until one hour has elapsed after the time at which the examination began (*an early exit may prevent entry by any latecomers*).
 - c. Will not be allowed to return to the Examination Centre.
- (4) Candidates will not be permitted to leave the Examination Centre during the **final ten minutes** of the examination period (*this facilitates the orderly collection of examination scripts*).
- (5) Candidates who are required to register (and pay fees) and have not done so may be refused permission to sit an examination. Repeating candidates who are required to enter for examinations and fail to do so may be refused permission to sit those examinations.
- (6) Candidates are required to be in possession of photo ID (e.g. passport or Driving Licence), which should be displayed on their desk.
- (7) Notes or other unauthorised materials should not be taken into the Examination Centre. Notes, books, or other materials should be left outside the Examination Centre or handed to an invigilator before the commencement of the examination.
- (8) Candidates found in possession of notes during an examination are liable to disciplinary procedures and penalties (*refer ARAE Candidate Code*).
- (9) Mobile phones or other electronic communications devices should not be taken into the Examination Centre, nor should they be left powered on within the vicinity of the Hall.

- (10) Candidates must ensure that they answer the correct paper. The title of the paper should be checked, and instructions read carefully before answering is commenced.
- (11) Any query should be immediately brought to the attention of an invigilator.
- (12) Invigilators are present in the Examination Centre to ensure the proper conduct of the examination and to deal with problems that may arise.
- (13) Candidates are obliged to follow instructions issued by invigilators. Please listen carefully to all announcements. If anything is required during an examination, candidates should call the attention of the invigilator. Under no circumstances should candidates leave their places.
- (14) Silence must be maintained in the Examination Centre at all times.
- (15) No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain, any assistance from another candidate, or communicate in any other way with another candidate in the Examination Centre.
- (16) In cases of impersonation, the impersonator and the impersonated shall be liable to permanent exclusion from the ARAE Examination, for a period to be determined by the ARAE Board of Directors.
- (17) Plagiarism in any form is forbidden in assessments or other academic exercises.
- (18) Candidates are responsible for ensuring that all scripts, supplementary drawings/ notes, reference material and MCQ sheets are handed up.
- (19) Where a candidate has finished before the end of the examination period, the attention of an invigilator must be called and the answer book(s) handed to the invigilator.
- (20) At the end of the examination period, candidates must remain in their seats in complete silence until their scripts have been collected. Scripts must be handed up immediately on request to an invigilator.
- (21) Candidates must ensure that their candidate number, seat number and any other particulars required are written on every answer book.
- (22) Where there are several answer books, candidates should insert them in one another to form a single package.
- (23) ARAE examination stationery must not be taken from the Examination Centre. All answer books and reference material provided, used or unused, or other supplied material must be handed up.
- (24) Candidates found to be in possession of such materials are liable to disciplinary procedures and serious penalties may be imposed.

- (25) Smoking is not permitted in Examination Centres. Smoking breaks are not permitted during examinations (except in the case of Studio examinations).
- (26) The use of programmable calculators is not permitted during examinations, unless their use is specified on the examination paper by the examiners.
- (27) Candidates who infringe any of these Regulations will be reported to the ARAE Board of Directors, who will deal with the matter according to the disciplinary procedures outlined in the ARAE Candidate Code.

2.2 Studio Examination Regulations

- (1) Candidates will be permitted to arrive, take breaks, use the Library and leave at any time, subject to their attendance being recorded by the invigilators and signed by the candidate.
- (2) Candidates are required to present photo ID to the invigilators when recording their attendance.
- (3) Invigilators are present in the Studio to ensure the proper conduct of the examination and to deal with problems that may arise.
- (4) Candidates are obliged to follow instructions issued by invigilators
- (5) Any query should be immediately brought to the attention of an invigilator.
- (6) It is the responsibility of the candidate to ensure that all work is submitted at the correct time, to record their examination number on all work and to sign a record sheet to verify that the submission is their own work.
- (7) In certain parts of the Studio assessment, candidates will be permitted to use personal laptop computers in studio subject to the periodic inspection of the equipment, software and electronic records by ARAE invigilators
- (8) Candidates in studio are not permitted to use any electronic communication devices (e.g. mobile phones, PDAs, wireless enabled computer equipment, modems etc).
- (9) Candidates are not permitted to use or to take into studio any electronic data recording equipment (e.g. memory sticks, cds, dvds, external hard drives etc.)
- (10) Candidates who are required to register (or to pay fees) and have not done so may be refused permission to attend the studio examination. Repeating candidates who are required to enter for examinations and fail to do so may be refused permission to sit those examinations.

- (11) In cases of impersonation, the impersonator and the impersonated shall be liable to permanent exclusion from the ARAE Examination, for a period to be determined by the ARAE Board of Directors.
- (12) Plagiarism in any form is forbidden in assessments or other academic exercises.
- (13) Candidates are not permitted to interfere with or interrupt the work of other candidates.
- (14) Candidates are not permitted to comment on the work of other candidates or to aid or assist another candidate or to seek assistance from another candidate.
- (15) Candidates who disrupt the studio or interfere with the work of other candidates may be excluded from the examination by the invigilators.
- (16) Candidates are not permitted to eat, drink or smoke in the studio.
- (17) Candidates who infringe any of these Regulations will be reported to the ARAE Board of Directors, who will deal with the matter according to the disciplinary procedures outlined in the ARAE Candidate Code.
- (18) Candidates are not permitted to submit any work undertaken outside the supervised Studio.

2.2 Examination Submission Regulations

- (1) All submissions must be clearly identified in accordance with ARAE directions for each assessment.
- (2) All examination material, ARAE examination stationary, examination handouts, briefing material and reference material must be returned at the end of the assessment and may not be removed from the examination venue.
- (3) The due date, time and location for all submissions will be clearly indicated to candidates and will be available on the ARAE website.
- (4) Submissions must be delivered to the ARAE office (or other location designated by ARAE) or submitted electronically via an approved system (if permitted in the directions for the assessment), no later than 3 p.m. on the due date. Submissions may be submitted in advance of the due date.
- (5) Submissions must not be submitted directly to individual members of staff or delivered to or deposited in any location other than that designated by the ARAE.

- (6) ARAE will record the submission by name, candidate number, date and time and receipt will be acknowledged by email to each candidate. Where a candidate does not receive an acknowledgement of receipt within 7 days, it is the responsibility of the candidate to notify ARAE immediately.

2.3 Oral Examination Regulations

- (1) Candidates will be advised in advance of the time, date and venue for their Oral Examinations.
- (2) Candidates are required to be in attendance at the venue at least 10 minutes before the allocated time.
- (3) Candidates will be given an opportunity to ask questions or to address other issues raised during the examination, at the end of the interview.
- (4) In exceptional circumstances, a candidate may be re-invited to attend at another time to address specific issues.
- (5) Candidates are required to clearly notify the examiners of any potential conflicts of interest or of any information that may give rise to Extenuating Circumstances, in advance of the Oral Examination.
- (6) In cases of impersonation, the impersonator and the impersonated shall be liable to permanent exclusion from the ARAE Examination, for a period to be determined by the ARAE Board of Directors.

2.4 Use of Dictionaries in Examinations

Candidates whose native language is not English may bring a hard copy dictionary (of reasonable size) English-Home Language / Home Language- English to an examination.

Candidates should be informed that the dictionaries will be searched by the invigilator in the examination hall.

Electronic dictionaries are not permitted.

3.0 Plagiarism

3.1 Plagiarism- Summary

The creation of knowledge and wider understanding in all academic disciplines depends on building from existing sources of knowledge. ARAE upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. Candidates should be aware that good referencing is integral to the study of any subject and part of good academic practice.

3.2 Plagiarism- Definition

ARAE understands plagiarism to be the inclusion of another person's writings or ideas or works, in any formally presented work (including essays, projects, examinations, oral presentations) which form part of the assessment requirements for the ARAE Examination, without due acknowledgement either wholly or in part of the original source of the material through appropriate citation. Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the author's. The presentation of work, which contains the ideas, or work of others without appropriate attribution and citation, (other than information that can be generally accepted to be common knowledge) is an act of plagiarism.

It can include the following:

- Presenting work authored by a third party, including other candidates, friends, family, or work purchased through internet services;
- Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source;
- Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source;
- Failing to include citation of all original sources;
- Representing collaborative work as one's own;

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. All candidates are responsible for being familiar with the ARAE policy statement on plagiarism and are encouraged, if in doubt, to seek guidance from an academic member of staff.

ARAE encourages candidates to adopt good academic practice by maintaining academic integrity in the presentation of all academic work.

3.3 Plagiarism Procedures

Where an examiner/ ARAE Examination Board detects a suspected instance of plagiarism in a candidate's submission or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

- Written guidance directly to the candidate to provide advice about correct citation and how to avoid plagiarism in the future. The candidate may be required to resubmit the work without any further penalty;
- Referral (by the ARAE Exam Board) of the alleged instance for review to an independent ARAE Advisor with experience in dealing with academic plagiarism. The candidate may receive a verbal or written warning, will receive advice about correct citation and may be required to resubmit the work with or without an academic penalty;

- Referral (by the ARAE Exam Board) of the alleged instance to the ARAE Board of Directors, or their nominee, for resolution. In some contexts, a first instance may require referral directly to the ARAE Board of Directors, or their nominee.
- In serious instances, the ARAE Board of Directors may exclude the candidate from the assessment in that year or for a specified number of years or from the ARAE Examination for a period to be determined by the Board.

Where an alleged case is referred to the ARAE Board of Directors, a short report outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence will be provided by the Examination Board and/or the appointed Advisor.

In all cases of referral (to the ARAE Board of Directors) the candidate should be informed by the ARAE Examination Board, that their assignment or examination script is under scrutiny as an alleged instance of plagiarism.

In all cases of referral candidates will have the right to make a written reply to a specific written allegation.

Where a case of plagiarism has been proven, the outcome of the case will be recorded on the candidate's record by ARAE.

Where a candidate has been referred previously to the ARAE Board of Directors and found to be in breach of the terms of the ARAE Plagiarism Policy, the Board will make a judgment as to whether a recurrence can be handled at a local level or whether it merits further action (as listed above).

3.4 Plagiarism Penalties

Instances of plagiarism referred to the ARAE Board of Directors or their nominee for resolution under the ARAE disciplinary procedures, if established, will be subject to the following penalties which may be applied in whole or in part and for a specified period of time, to be determined by the Board:

- Re-submission;
- Exclusion from the assessment;
- Exclusion from the examination;

4.0 Anonymous Marking/ Conflicts of Interest

Anonymous marking means that your written examination script/ submitted work will be assessed without the examiner(s) knowing your identity. Only after results have been assigned to the script/ work will the results be linked to your name by the ARAE administration and Examination Board.

This is to enable addition of any other results (e.g. Oral Examinations) and to allow for any special circumstances (e.g. medical or compassionate grounds).

It is not possible to conduct Oral Examinations anonymously. Candidates and Examiners will be asked to identify potential conflicts of interest prior to Oral Examinations (i.e. Assessment 5: Design Project and Assessment 10: Practical Experience) and in so far as possible these examinations will be timetabled to avoid potential conflicts of interest.

Where a potential conflict of interest is identified the relevant examiner is not permitted to attend the portion of the Exam Board meeting at which the candidate's examination results are determined.

Examiners and Exam Board members are not permitted to discuss results with candidates in advance of the issue of results.

5.0 Late Submissions

5.1 Late Submissions- Summary

In exceptional circumstances, candidates may be granted an extension to a submission date or permitted to make a late submission, subject to ARAE policy on Extenuating Circumstances.

5.2 Late Submission Procedures

- (1) Submission dates may be extended in exceptional circumstances, in accordance with ARAE procedures for Extenuating Circumstances: candidates must apply for an extension in writing to ARAE stating the reasons for seeking the extension.
- (2) Late Submissions will not be accepted, other than in exceptional circumstances and in accordance with ARAE procedures for Extenuating Circumstances.
- (3) Submissions received within 10 days of the due date may be accepted in a case where the candidate applied for consideration due to Extenuating Circumstances and where this is established and independently verified by the ARAE Board of Examiners. The ARAE Examination Board may, at their discretion, retrospectively award an extension in such cases.

6.0 Extenuating Circumstances

6.1 Extenuating Circumstances- Summary

Candidates may experience a range of serious and unanticipated difficulties, which adversely affect their ability to complete assignments or to attend their required assessments. The ARAE Board of Examiners can consider such circumstances in reaching decisions about a candidate's academic performance subject to the impact of those circumstances being described and appropriately verified.

A key principle in the consideration of extenuating circumstances is that all candidates need to be treated equitably as part of the assessment process. To assist Board in their decision-making process, it is necessary to have an appropriate evidence base to inform the judgments which can be made.

It should be noted though, that while the presentation of extenuating circumstances is encouraged as close as possible to the assessment activities which have been affected, and retrospective claims for extenuating circumstances may be permitted.

6.1 Extenuating Circumstances Procedures

The definition of extenuating circumstances is the occurrence of events, which have prevented a candidate from attending assessments or completing assessments, or have adversely affected performance in any assessments undertaken.

The policy and process for extenuating circumstances is based on the following principles:

- (1) Normally such circumstances will include serious illness, hospitalisation, accident, family bereavement or other serious personal or emotional circumstances.
- (2) Candidates are required to make a formal written statement of circumstances which have affected them, outline the impact of these circumstances and to support this statement with verification by an appropriate professional or other recognised individual.
- (3) This verification can be provided either by having an appropriate professional or other recognised individual verify their circumstances through completion of a form or by providing a supporting statement which is confined to facts of the circumstances and their impact.
- (4) The decision of the impact on the candidate's performance is a matter of academic judgment on the part of the ARAE Board of Examiners.
- (5) This Board will make recommendations to support decisions about the finalisation of results.
- (6) All information provided in relation to extenuating circumstances will be treated in strictest confidence and the handling of such information will be limited to the personnel directly involved in administering and evaluating the circumstances.
- (7) Normally claims for extenuating circumstances should be made as close to the assessment(s) affected as possible and in advance of the meeting of the ARAE Examination Board. Retrospective claims will only be considered where there are valid reasons for non-submission.

7.0 Disability Support

7.1 Disability Support- Summary

Candidates with disabilities, long-term medical conditions or specific learning disabilities (e.g. dyslexia) will be provided with appropriate examination supports by ARAE.

7.2 Disability Support Procedures

- (1) Within 30 days of registering to the ARAE Examination (payment of the Examination Fee) a candidate must advise ARAE management of a possible requirement for disability supports.
- (2) ARAE will appoint a Disability Support Advisor to confidentially and independently assess the candidate's needs. This Advisor will provide a recommendation directly to the candidate who may then provide the recommendations of the report to the ARAE Examination Board, if they choose.
- (3) Candidate confidentiality will be respected throughout and the appointed Advisor will not communicate directly with the ARAE Examination Board in relation to any specific information provided by candidates.

8.0 Confidentiality/ Retention of Records

8.1 Candidate Records

Information concerning applicants to the examination, candidates who are in the process of completing the examination and candidates who have completed the examination will not be issued to third parties. ARAE will only confirm results to a third party on written request from an individual candidate.

8.2 Statistical Records

ARAE will compile general anonymous statistical information on candidate profiles (e.g. age range, general educational and professional experience, progression/ completion rates etc). This information will primarily be used to assist ARAE in developing the examination. It will also be reported periodically to the RIAI to facilitate the monitoring and operation of RIAI admissions and services. ARAE reserve the right to withhold this information in a case where the information is likely to identify a candidate or where the number of candidates is very low.

8.3 Retention of Work

ARAE will retain selected samples of work and examination records from each assessment in each year. These documents will be made available to Prescription and/or Validation Boards in order to demonstrate the modes of assessment and to establish that the examination meets the required standard. The work and examination records will be numbered and will not be identifiable to individual candidates.

8.4 Candidate Feedback

ARAE will seek anonymous evaluations and feedback from candidates for each assessment. These confidential evaluations will be collated annually and retained for audit and review purposes.

8.5 Freedom of Information

ARAE Ltd. is not subject to the provisions of the Freedom of Information Act 1997.

9.0 Eligibility

9.1 Eligibility - Summary

The ARAE Architects Register Admission Examination is available to applicants who successfully demonstrate their eligibility at Stage 1, through a submission of documents.

9.2 Professional Experience

Candidates will be required to quantify and substantiate professional experience 'of at least 7 years performing duties commensurate with those of an architect in the state'. This is in accordance with the requirements of the Building Control Act 2007 and the RIAI Rules for Prescription of the Register Admission Examination.

Candidates that demonstrate eligibility at Stage 1 will be accepted as an examination candidate for Stages 2 and 3, subject to payment of the Examination Fee.

9.3 Other Criteria

Candidates are not required to fulfill any other eligibility criteria.

9.4 Exemptions

ARAE policy is that applicants are not granted exemption from any stages or individual assessments of the examination under Recognition of Prior Certified Learning (RPCL) or Recognition of Prior Experiential Learning (RPEL).

10.0 Progression

- (1) A candidate who withdraws from an assessment (in Stages 2 or 3) of the examination will be permitted to continue with the remaining assessments of the examination in that year.
- (2) Candidates who defer or withdraw due to extenuating circumstances may apply to the ARAE Examination Board for consideration in accordance with the ARAE Policy on Extenuating Circumstances.

- (3) Candidates who do not successfully complete all stages of the examination in one calendar year will be exempted from repeating previously completed assessments or stages within the following two years, subject to the payment of the required repeat fees.
- (4) Candidates who fail to complete the examination within a three year time period may re-apply to the ARAE Examination, but they will not be exempted from any previously completed assessments.
- (5) Candidates can repeat any assessment, subject to payment of a repeat examination fee at the next time that the examination is offered. ARAE Ltd. reserves the right not to offer assessments in any year where there are insufficient eligible examination candidates.
- (6) Candidate can appeal the result of an assessment under specific grounds of appeal and subject to payment of an appeal fee (which will be refunded if the appeal is upheld).
- (7) The examination will be offered on an annual basis, subject to a minimum number of eligible examination candidates, in any given year, for any given stage or assessment. ARAE Ltd. reserves the right not to offer assessments in any year where there are insufficient eligible examination candidates.

11.0 Completion

- (1) ARAE will issue results to candidates in writing after each stage. Results will include a breakdown related to the specific competences to be demonstrated.
- (2) Candidates who successfully complete the ARAE Examination will receive (1) written confirmation of Examination results and (2) an ARAE recommendation in relation the verification of experience in Stage 1.
- (3) Candidates who successfully complete the ARAE Examination may apply to the RIAI for admission to the Register of Architects. Candidates should note that admission to the Register through this route requires the applicant to be at least 35 years of age, in accordance with Section 14 (2) (f) of the Building Control Act 2007.
- (4) The RIAI, as Competent Authority, may accept an ARAE recommendation in support an application for a derogation from the conditions for the training of architects under Article 47(2) of Directive 2005/ 36/ EC on the Recognition of Professional Qualifications in the case of candidates seeking automatic recognition in other member States in accordance with the Directive.
- (5) No award will be issued by ARAE Ltd. (the Examining body) or by UCD.

12.0 Complaints

12.1 Complaints- Summary

ARAE is committed to providing its candidates with a high-quality service and to ensuring integrity, fairness and equality. Where a candidate complaint arises, ARAE will endeavour to resolve the matter quickly and fairly.

ARAE policy is to ensure that candidates have accessible, consistent and efficient procedures for the resolution of legitimate complaints, in accordance with the principles of natural justice, equity and fair treatment. Complaints made under this policy will be monitored and reviewed to enable ARAE to continually improve its processes, while respecting the confidentiality of individuals.

A candidate making a complaint will not be discriminated against or suffer any recrimination as a result of making a complaint. However, where a complaint is shown to be malicious or vexatious or where false information is submitted, disciplinary action may be taken against the complainant in accordance with the ARAE Candidate Code.

12.1.1 Confidentiality

All information received in the course of a complaint will be confidential to those involved in the process. When a candidate makes a formal complaint, the individual/service against whom the complaint is made will be provided with a copy of the complaint, in the interests of natural justice.

12.1.2 Anonymous Complaints/ Group Complaints

Anonymous complaints will not be considered. Where a complaint is received from a group of candidates, the ARAE Board of Directors will determine whether to respond to the complaint individually or collectively, as appropriate to the nature of the complaint.

12.2 Informal Complaints

12.2.1 Informal Complaints- Summary

A candidate who is currently registered to the ARAE Examination, or who is within 3 months of completing an assessment may make a complaint, at any time, in writing to ARAE Management. This will be acknowledged in writing and dealt with as soon as possible.

If the matter is not resolved by ARAE Management or requires more intensive intervention, the ARAE Management may nominate a mediator (who has had no prior involvement in the case) to seek to reach a mutually satisfactory outcome. If a mutually acceptable outcome is achieved as a result of the mediation, the mediator will close the case with a brief written report to the ARAE Board of Directors, who will treat the report as confidential and keep it on file. The candidate will be asked to countersign this report to verify that the issue has been resolved.

12.2.2 Possible Outcomes of Informal Complaints

- (1) A mutually acceptable outcome is reached, and the ARAE Management notifies the complainant(s) in writing of its conclusions, and any consequent action proposed.
- (2) A mutually acceptable outcome is not reached, and the candidate's complaint is referred to a formal complaint mechanism, in which the complainant is required to fill in an ARAE Candidate Complaint Form.
- (3) A mutually acceptable outcome is not reached, but the ARAE Management considers that the complaint has been heard fairly and that appropriate actions have been taken.
- (4) In this case, the candidate will be notified in writing that no further action will be taken by ARAE management and that the candidate has the right to request a formal hearing of their complaint by submitting an ARAE Candidate Complaint Form.

12.3 Formal Complaints

12.3.1 Formal Complaints- Summary

Formal complaints must be made in writing on the ARAE Candidate Complaint Form (subject to 12.3 above). Formal Complaints will be dealt with by the ARAE Board of Directors or their nominee. Where a Formal Complaint is made, the complainant may not enter into any further correspondence or discussion with ARAE staff or examiners in relation to the complaint.

Candidates may submit a formal complaint only when

- all of the informal mechanisms have been exhausted (with the exception of particularly serious complaints), or
- substantial evidence has come to light that strengthens the basis of the complaint.

12.3.2 Possible Outcomes of Formal Complaints:

- (1) A mutually acceptable outcome is reached, and the ARAE Board of Directors, or their nominee notifies the complainant(s) in writing of the conclusions, and any consequent action proposed.
- (2) A mutually acceptable outcome is not reached, but the ARAE nominee considers that the complaint has been heard fairly and that appropriate actions have been taken. In this case, the complainant(s) will be notified in writing that no further action will be taken by ARAE and that the complainant(s) can consider an appeal.

12.3.3 Appeals (Complaints)

A candidate may appeal the outcome of a Formal Complaint only if:

- the ARAE nominee has not responded to all of the substantive areas of the complaint,
- there is a procedural irregularity in connection with the conduct of the investigation by the ARAE nominee
- new evidence comes to light, or;
- the complainant is seriously dissatisfied with the outcome of the investigation.
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12.3.4 Appeals Procedures (Complaints)

- (1) A candidate advises the ARAE Board of Directors that they wish to make an appeal.
- (2) The ARAE Board of Directors appoints an Appeal Committee of 3 members to determine the complaint.
- (3) The candidate then makes an appeal in writing to the ARAE Appeal Committee. The Committee may seek additional information from the ARAE Board of Directors, the ARAE Management, the ARAE Examination Board and/or the complainant.
- (4) Where an Appeal is made, the appellant may not enter into any further correspondence or discussion with ARAE staff or examiners in relation to the appeal.
- (5) Within 30 days of receipt of all relevant information, the Appeal Committee will determine the outcome of the appeal and advise the complainant(s) and the ARAE Board of Directors of the outcome.

13.0 Assessment Appeals

13.1 Assessment Appeals- Summary

ARAE give candidates the right to informally review their assessed scripts/submissions on request, and within 30 days of the results of the relevant assessment.

A candidate may request a recheck of the marking of any assessment, subject to payment of an Administration fee.

For certain appeals, it is necessary for candidates to view their examination scripts or other assessed material so that they can make a coherent statement as to why they believe the result awarded is incorrect. While viewing their scripts, candidates may make notes but are not permitted to mark or remove exam material. Third Parties are not permitted to view examination material.

The judgment of the Examination Board is final: However, in certain circumstances a candidate may appeal the outcome of an assessment under grounds of appeal.

13.1.2 Review of Examination Material

Within 30 days of the issue of the results of any assessment, a candidate may request a review of their examination material. The ARAE management will arrange a time, normally within 2 weeks, for the candidate to informally check that all material was marked. The candidate may not make copies or remove any examination material and third parties are not permitted to review the examination material. There is no cost for reviewing examination material.

13.1.3 Assessment Recheck

Within 30 days of the issue of the results of any assessment, a candidate may make a written request to recheck that all material was assessed and that all outcomes were correctly included in the final result. Rechecks are subject to a recheck fee (per assessment), which is refunded to the candidate if there is shown to be a discrepancy in the marking.

13.2 Assessment Appeals – Procedures

13.2.1 Grounds for Appeal

Within 30 days of the issue of the results of any assessment, a candidate may formally appeal the result of any assessment. The specific grounds for appeal are as follows:

- i) That there was ‘substantive irregularity’ in the conduct of the assessment. An irregularity might be, for example, a significant error in an exam paper or misleading directions given before or during the assessments.
- ii) That you suffered from an illness or some personal or family trauma around the time of the assessment of which the examiners were unaware. The test that will be applied in assessing the merit of your appeal is whether your particular circumstances prevented you from performing in the assessment at the level of which you would normally be capable. The illness must be shown to have affected you in the assessment itself or in the period immediately leading up to it.

iii) That, on stated grounds, you believe the result awarded to be incorrect. An appeal on these grounds can only be made after you have contacted ARAE Management, inspected your submission/ script and seen how the assessment was evaluated.

Candidates should note that appeals will only be accepted under the specific grounds for appeal listed above and that the judgment of the Examiners cannot be appealed.

13.2.2 Making an Assessment Appeal

In order to lodge the appeal the candidate must:

- (1) fill out the ARAE Assessment Appeal Form
- (2) write a letter to the Assessment Appeals Committee setting out, in detail, the grounds for the appeal
- (3) include the correct Appeal Fee

An appeal based on 13.2.1 (iii) above will require a letter, which is specific, in terms of which parts of the assessment you believe were marked incorrectly and why. If your appeal is based on medical grounds, you must supply corroborative evidence, preferably a letter from your doctor.

Appeals must include all relevant information and an appeal fee (per assessment). All incomplete appeals documents will be posted back to the appellant – Candidates must ensure that they enclose the following: Application form, letter of appeal, medical certificates if applicable, and appropriate fee.

Candidates must ensure that the complete appeal documentation is received by ARAE within the prescribed time period.

13.2.3 Consideration of Assessment Appeal

When the appeal is received by ARAE, it will be referred to the ARAE Assessment Appeals Committee. The Assessment Appeals Committee will send a copy to the ARAE Examination Board requesting a response to the letter of appeal. If the grounds for appeal are as in 13.2.1 (ii) above, i.e. that there were circumstances affecting the candidate of which, the examiners were unaware, the Committee will be asked whether, if the full circumstances had been known by the examiners, a different result would have been awarded. If the grounds are as in 13.2.1 (iii) above, namely that you disagree with the marks or grades awarded, the examiners will be asked to re-visit the assessed material to see whether they believe the result awarded was fair and reasonable. Candidates should note that a "re-visit" does not constitute a re-marking or re-grading. Within 30 days of receipt of all relevant information, the Appeal Committee will determine the outcome of the appeal and advise the complainant(s) and the ARAE Board of Directors of the outcome.

When a response is received from the ARAE Exam Board, a copy will be sent to the candidate inviting you to make any further submission that you think appropriate. It should be noted that a recommendation from the Exam Board will not necessarily be accepted by the Assessment Appeals Committee.

13.2.4 Decision on Assessment Appeal

When the documentation is complete, the appeal will be brought to the Assessment Appeals Committee for a decision. The members of the Committee are not experts in the content of the assessments under appeal and do not, themselves, read assessment material which is subject to appeal.

13.2.5 Possible Outcomes of Assessment Appeal

The Assessment Appeals Committee may decide:

- (1) To direct the Examination Board to re-visit the result of an assessment and report to the Assessment Appeals Committee.
- (2) To direct the Examination Board to re-examine a candidate in an assessment or to arrange an additional examination in an assessment and to report to the Assessment Appeals Committee.
- (3) In exceptional circumstances, to overturn the original decision of the Examination Board.
- (4) To uphold the original decision of the Examination Board.

13.2.6 Timescales for Appeal

While every effort is made to have the process carried out as speedily as possible, delays may arise. Consequently, it is imperative that candidates who have appealed against a failure in an assessment should not assume a favourable outcome to an appeal or assume that the appeal will be decided prior to the sitting of a repeat assessment. They should register for such repeat assessment and prepare themselves to sit it. In the event of a successful appeal, any fee paid will be reimbursed to the candidate.

13.2.7 Records

Candidates should note that ARAE will issue a breakdown of results for each assessment and will issue written confirmation of the outcome of any appeal.

ARAE Ltd. is not subject to the Freedom of Information Act 1997.

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