

Appendix I - Theory examination re-marking policy



THEORY EXAMINATION RE-MARKING POLICY

Revision History

Version	Date	Author	Comments
1.0	October 2016	Examinations Manager. RCPCH Information Governance	New Policy Document
1.1	August 2017	Examinations Manager. RCPCH Information Governance	Published Policy
1.2	January 2019	Examinations Manager.	Published Policy
1.3	July 2019	Theory Examinations Coordinator	Published Policy
1.4	February 2020	Theory Examinations Lead	Published Policy

Review date: July 2017 and then every year thereafter during the relevant Examinations Executive Committee with input from the RCPCH Information Systems Team.

Approval: 30th January 2019 RCPCH Information Governance, Examinations and Finance Teams

Name	Date	Version	Comments
Examinations Executive Committee	August 2019	1.3	

Relevant Policies, Templates and Forms:

The following policies, procedures and guidance should be used or referred to when necessary alongside this policy.

Name	Version	Date
MRCPCH and DCH: Regulations and Rules	2.0	July 2017
Examination Complaint/Feedback Policy	1.0	July 2017
Examination Results MRCPCH/DCH theory and clinical examinations	1.1	July 2017

Appendix I - Re-marking of theory exam

Should a candidate have a query/concern regarding their theory examination result they can request a re-mark of their paper(s) by using this service.

Theory examination re-marking is a purely technical process involving manual checking of a candidates submitted answers contained within the raw data extracts for a specific examination. This manual process involves a number of staff undertaking a detailed comparison between each answer entry and the answer key. The process does not involve any input from clinicians. The clinical scrutiny of questions and answers takes place prior to the exam and, again, prior to results publication during the Angoff.

Should a candidate request for their theory examination paper(s) to be re-marked and should this result in a mark change, the new mark will be updated and reported to them. If this change of marks in turn leads to a change of grade, the candidate will be issued with a new results letter which will reflect this change. Their examination result will also be updated within their RCPCH online account and they will receive a refund of the re-mark fee.

Requests for a re-mark of a theory examination answer paper must be made within 2 weeks of the exam result letter being sent to candidates, via email.

Remark requests received after this deadline will not be considered.

To request a re-mark of an RCPCH Theory Exam:

- You must request the re-mark in writing via post or email. The request must include the candidate's full name, which examination the candidate requests be re-marked, and RCPCH code number.
- Ideally payment should be made via a UK personal cheque in Great British Pounds (GBP). Bank drafts and overseas cheques cannot be used to make payment for re-marks.
- If you are unable to make payment via UK personal cheque, you should call the Exams Team on 020 7092 6000 and request to speak to the administrator of the exam you wish to have re-marked (either Applied Knowledge in Practice or Foundation of Practice/Theory and Science) to discuss alternative methods of payment.

Postal requests/UK cheque payments should be sent to:

**Examinations Team
Theory Exam Remark Request
Royal College of Paediatrics and Child Health
5-11 Theobalds Road
London WC1X 8SH**

Candidates will normally be informed of the outcome of their re-mark within 25 working days from the day the request was received.

Please do not telephone the College during this time. College staff are not able to inform candidates of the outcome of their re-mark over the phone. The outcome of the re-mark will be sent by email only. Candidates should note that the decision is final and is the end of the process. No further correspondence will be considered.

Candidates should note that examination marks rarely change. In those cases where a candidate has been re-marked and, in consequence of the re-mark, has passed the examination the re-mark fee will be refunded to them with their outcome letter. A candidate's results data would then be updated within their records. A new results letter will be issued to the candidate soon after the decision is made.

Candidates who are awaiting the outcome of a re-mark request are permitted to apply to sit the next available diet of the same examination. Should an error be identified, and their result be changed from a Fail to a Pass then they will automatically be withdrawn from that examination and given a full refund of their booked examination fee.

For further information on theory examination re-marking fees please refer to the 'Your exam results' section of the website [here](#).

To see all MRCPCH and DCH examination rules and regulations, go to www.rcpch.ac.uk/exam-rules