



DCU's Consultation Days - Guidelines for Students

In DCU, consultation days are available after each round of exam results so that you can receive feedback on exams or assignments. The dates are published in the [academic calendar](#).

These consultation days are particularly important and beneficial if you have not managed to achieve a passing result in one or more modules or have received an unexpected grade. Meetings with lecturers on those days allow you to see how marks were allocated and better understand how to improve your academic performance. Good feedback can be encouraging, constructive and provide you with concrete/do-able recommendations.

The meeting can also be used to clarify arrangements for resits, and learn about processes for recheck, review and appeal.

It is your responsibility to contact the lecturer of your module(s) to arrange a consultation meeting.

Staff Availability

Staff are expected to be available to meet students during the exam consultation dates. If a lecturer is unavailable on the consultation day dates, their out--of-office message will direct you to a colleague who will be able to give you feedback. This colleague will have access to the exam papers and other submitted assessment resources and is briefed on other relevant information for the consultation days. You should contact the Programme Chair if you do not get a response to your consultation request.



Consultation Day Meetings - You should

- Take time to reflect on your results
- Review rubrics and other information on assignments and assessments
- If it will be useful to you to have a meeting, contact the lecturer directly to request a time during the consultation days
- Listen carefully to the information on your performance and areas for improvement.
- Be open to suggestions from the lecturer
- Check that you have understood the feedback
- Review any resources provided to help you to improve your academic performance
- Contact Student Support and Development if you need additional support

Consultation Day Meetings - You should not

- Use the meeting as an opportunity to ask for a change to the mark of an assessment/exam. The consultation day meetings are not a forum for negotiation of marks. If there has been an error of omission or calculation, the [standard procedure](#) will be followed to amend the mark appropriately.


DCU's Assessment and Feedback in Teaching and Learning Policy is available [here](#). You can find more information at <https://www.dcu.ie/ovpaa/appeals>.

After the meeting

- For most students the focus switches to preparing for resits or next year.
- If you are in any doubt about how compensation or other DCU Marks and Standards rules apply to you, talk with your Programme Chair.
- If you think a recheck, review or appeal is appropriate, study the information [here](#) in detail before proceeding. You have the right to appeal a result, and the grounds for an appeal are clearly specified in the DCU Appeals policy. Do not expect an appeal to be successful if it does not meet the grounds specified in the Appeals policy.

Version Control



Document Name	DCU's Consultation Days - Guidelines for Students	 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
Owner	Dean of Teaching and Learning	
Version Reference	Original Version – 1.0	
Approved by	Vice-President for Academic Affairs	
Effective Date	May 2024	