1.0 Guidance:

Before making a decision on whether to make an appeal or not, candidates, registrants and members should be aware that all RIAI assessments are verified through a review process, which involves at minimum a secondary assessment in the case of submissions not initially considered to meet the required standards before the results are finalised and issued.

When making an appeal it is important to read the RIAI Non-Statutory Appeals Policy. The policy can be found in the Education section of the RIAI website or may be requested from a member of RIAI staff working in the Education or Admissions areas.

1.1 Subject of the Appeal:

The RIAI Non-Statutory Appeals Policy covers:

1. RIAI examinations and assessments leading to membership of the RIAI (of any type);
2. RIAI assessments, including assessments involving partner organisations¹, leading to specialist accreditation;
3. Decisions of the Board of Architectural Education Admissions Committee as they relate to the membership application of an individual.

The above do not include ‘assessments’ of evidence provided by other bodies e.g. for the purposes of admission.

1.2 Grounds for Appeal:

An Appeal may be made on the following grounds:

1. That there is evidence of irregularity in the conduct of the assessment which led to the Result.
2. That, on stated grounds, other than those provided for in Ground 1, the candidate believes the Result to be unreasonable.

An appeal is a request for a formal review of a decision made and issued by the RIAI. On the direction of the Appeal Board an appeal may or may not lead to a re-assessment.

Circumstances which would consist of compassionate grounds which may be taken into account are not a ground for Appeal. There is, however, a parallel system under which you may seek a re-assessment without charge on compassionate grounds which were not known to the decision makers at the time of the assessment/examination. (See XYZ).

¹ A partner organisation may be a company, an educational establishment, an individual or any legal entity with which the RIAI partners for the purpose of providing education and/or accreditation
An Appeal **will not be considered** if the only evidence or rationale produced is the opinion of the candidate that his or her performance was better than the result indicated. Appellants are required to provide adequate reasoning and evidence to support an appeal on either Ground.

The following examples are therefore not, of themselves, grounds for appeal: “I need to pass this assessment”; “I am just a few marks short of the pass mark in one or all elements of the assessment, this is very important to me, can you not give me ‘grace’ marks to bring me to the pass mark?”; “I feel I have done the work required and deserve to pass”; “I am disappointed or surprised by the result, I prepared fully and expected to pass”.

### 1.3 Access to information when considering an appeal

If you are considering an appeal the following options are available to you:

1. A recheck where applicable, this involves a check that all marks awarded were counted into the result, it is not a re-assessment.
2. Access to the submissions made by you as part of the assessment/examination
3. Access to the examination papers if applicable

In the case of 2 and 3 above, access is provided on RIAI premises and supervised by a member of RIAI staff. Access must be pre-arranged by appointment.

In the case of 1. above a candidate may request a re-check of the results of a standardised assessment on payment of the specified fee. The request must be submitted within two weeks of the date of issue of the result in question. A re-check does not involve re-assessment of the candidate’s work.

Seeking a recheck does not affect a candidate’s entitlement to submit an appeal. Where a re-check indicates a significant change the fee shall be returned.

Re-checks are not available for Individualised Assessments.

### 1.4 Submitting an Appeal

Appeals must be submitted in writing and may be delivered by hand, by post, by fax or be scanned and emailed. Printed Appeals should be addressed to Carol Curran, Education Officer, RIAI, 8 Merrion Square, Dublin 2. Scanned documents may be emailed to ccurran@riai.ie. Faxed appeals should be sent to +353 1 6610948 for the attention of Carol Curran.

The deadline for making an appeal is two months form the date of issue of the outcome of the assessment. Where a recheck has been sought the appeal must be made within two months of issue of the outcome of the recheck.

Appeals must be accompanied by the specified fee.
RIAI Non Statutory Appeals Policy
Application Form

Please complete this form legibly in blue or black pen

I am seeking to appeal a decision in relation to (please tick as appropriate):

☐ 1. RIAI examinations and assessments leading to membership of the RIAI (of any type)
☐ 2. RIAI assessments, including assessments involving partner organisations, leading to specialist accreditation
☐ 3. Decisions of the Board of Architectural Education Admissions Committee as they relate to the membership application of an individual

Please give specific details (e.g. Professional Practice Examination, Route C Opinion on eligibility for an exemption from the professional Practice examination, Route B application, membership affix, Conservation Accreditation (give grade), PSDP, etc.):
_______________________________________________________________________________
_______________________________________________________________________________

Date on which the result was issued: dd/mm/yyyy: __________________

Ground for the Appeal (tick and complete the subsequent detailed section as appropriate):

☐ 1. That there is evidence of irregularity in the conduct of the assessment which led to the Decision;
☐ 2. That, on stated grounds, other than those provided for in Ground 1, the candidate believes the evaluation or the marks awarded to be unreasonable.

Surname: ____________________  Forename/s: ____________________

Address: ____________________________________________________________

_____________________________________________________________________

Email: ____________________

Date of Birth (dd/mm/yyyy): / / 

☐ I am submitting an Appeal under Ground 1: that there is evidence of irregularity in the conduct of the assessment which led to the Result. I enclose a full and complete description of the circumstances which are the basis for this appeal.

The Royal Institute of the Architects of Ireland
(Note: the appeal may be accompanied by such evidence as may be relevant for consideration)
I am submitting an **Appeal under Ground 2**: that, on stated grounds, other than those provided for in Ground 1, I believe the result to be unreasonable. I enclose a full and complete description of why I believe the result to be unreasonable.

*In addition (not compulsory)*
- I have sought and been granted a re-check *(Note: re-checks are not available on individualized assessments, prospective appellants are not, in any event, bound to seek a re-check prior to seeking to appeal)* and enclose the outcome of that recheck.
- I have sought access to my submission/script

**Please describe the element or elements of the evaluation OR the mark awarded which you believe to be unreasonable (the space provided may be extended as required):**

Please provide details on why you believe this element or elements of the evaluation or the marks awarded was/were unreasonable:

*If evidence is available in support of your position, please include it here or attach to this application (if relying on published documentation full references must be supplied, or a copy of the document in question should be provided with this application)*

I also submit the following
- Evidence (as attachments)
- Appeal fee (see below)
DECLARATION

I confirm that I wish to appeal the outcome of an RIAI assessment under the RIAI Non-Statutory Appeals Policy on the grounds stated above. I declare that the above is a true and accurate account of events. I understand that this appeal will be treated seriously and fairly. Any untruths or inaccuracies in this appeal will also be treated with the utmost seriousness. I enclose the specified fee. I acknowledge that the result of this appeal will be communicated to me in writing only.

Signed

Date

Your Application to Appeal including all necessary documentation and the appropriate Fee should marked ‘Appeals’ and be sent to:

Carol Curran
Education Officer
RIAI
8 MERRION SQUARE
DUBLIN 2

Fax: +353 1 6610948
Email: ccurran@riai.ie

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The Royal Institute of the Architects of Ireland
Appendix 1: Fees and Charges relating to Appeals

All fees include VAT at 23%

Appeals in category 1: RIAI examinations and assessments leading to membership of the RIAI (of any type)
Appeal fee: €498.15

Appeals in category 2: RIAI assessments, including assessments involving partner organisations, leading to specialist accreditation

Appeal fee (documentary review only): €246.00
Appeal hearing (optional and at the discretion of the Appeal Board): €221.40
Recheck process (see 3.2 of the policy): €159.90

Appeals in category 3: Decisions of the Board of Architectural Education Admissions Committee as they relate to the membership application of an individual.

Appeal fee (documentary review only): €369.00

Administrative charge: Amount to be retained in the event of an appeal being incomplete and returned after the administrative check (per 2.6 above) €61.50

Note:
1. Fees are subject to recalculation at intervals and may be changed to reflect the cost of operating the appeal process.
2. Appeal fees paid will be remitted in the event of an outcome to the effect that the appeal is allowable and the result should be reviewed.

Methods of Payment

1. Pay by Phone – credit and debit card payments can be made by calling the Carol Curran, Education Officer on +353 1 676 1703. Please have your card details to hand.
2. Pay by Post – Send this payment request, along with a crossed personal cheque, money order or postal order, to: Carol Curran, Education Officer, RIAI, 8 Merrion Square, Dublin 2.
3. Total Amount: € ________________

Signature: ____________________________ Date: ____________________________