



RCSI

Exams Office Quality Review

Self-Assessment Report Exams Office Response. DOCUMENT CONTROL SHEET

Name of Unit	Exams Office					
Project Title	Exams Office Quality Review					
Document Title	Exams Office Response to Audit					
Document No.	1					
This Document Comprises	DCS	TOC	Text	List of Tables	List of Figures	No. of Appendices
Rev	Status	Author(s)	Reviewed By	Approved By	Office of Origin	Issue Date
		Insert initial and surname	Insert full name and	Insert full name and		
	Draft	A.Winser, P Lyons, Y McLaughlin, L Coughlan, M Plunket, S Purcell, C Condron			Exams Office	28 November 2011
	Final	Judith Gilroy				6 January 2012

PREPARING THE EXAMINATION OFFICE RESPONSE TO THE AUDIT REPORT:

The draft report was provided by email to staff members for verification of accuracy on the 25th of August 2011. Staff members, Mary Plunket, Anne Winser, Siobhan Purcell, Yvonne McLaughlin, Loraine Coughlan and Patricia Lyons contributed over a series of four group meetings and submitted written observations on the review report. New staff members Kenny Franks and Marian Hyland were in attendance for the final meeting and Claire Condrón acted as the convenor, and scribe.

Overall Response to the PRG Report

The Exams Office would like to thank the PRG team for their thorough review of the Unit.

In response to the activation of College's degree-awarding powers, RCSI is in the process of creating a Registry which will consider how to manage all student records & associated data-handling functions. The recommendations of the PRG will be taken into account in developing and implementing the policies & procedures of the new Registry and into the working practices of the staff involved in the day to day running of exams across RCSI.