



APPLICATION FORM FOR RECHECK/APPEAL OF EXAMINATION RESULTS

Please complete this form in **BLOCK LETTERS** or in **TYPESCRIPT**. The form must be lodged in the Registrar's Office within 5 working days of the date for the opportunity to review examination results. The appropriate fee must accompany the form - (€30 per module for a recheck. €75.00 for an appeal). **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.**

The Closing date for receipt of Appeals/Rechecks following Autumn Examinations is Friday 16th September 2011 5.00pm

Name: _____

Student ID Number: _____

Address:

Home Tel. No: _____

Mobile Tel. No: _____

(Tick as appropriate)

I wish to have my examination results rechecked.

I wish to appeal the results of my examination.

Programme:

(Tick as appropriate)

B.A. (Honours) in Education, Business Studies and Religious Studies

B.A. (Honours) in Education, Irish and Religious Studies

Year of Programme (Year 1, 2, 3 or 4): _____

Indicate the module(s) you wish to appeal / have rechecked:

1. _____

2. _____

3. _____

4. _____

GROUNDS FOR APPEAL

Indicate the grounds upon which the appeal is made. (Tick one or more of the boxes as appropriate)

1.1 **There is evidence of substantive irregularity in the conduct of the examination.**

- i. A complete description of what happened and why the appeal is being made must accompany the appeal application.

1.2 **The marks awarded were incorrect or inappropriate.**

- i. A full and complete description of why you think the marks are incorrect must be included with the appeal application.
- ii. Documentary evidence, that you have already received EITHER informal feedback on your performance from your lecturer OR the results of a formal recheck, must be submitted with your appeal application.

1.3 **Compassionate circumstances related to the candidate's examination situation which the Board of Examiners was not aware of when making its decision.**

In order to appeal under this heading, the following must be provided

- i. A detailed statement of the circumstances, indicating how they impacted on your examination performance
- ii. Evidence of the steps taken to make the Board of Examiners aware of your circumstances and the response received. If no steps were taken you must explain why this is so.
- iii. Where the circumstances are medical, appropriate dated medical certification by a Medical Practitioner will be required. It is advised that the Medical Practitioner comments on the impact that the condition might have had on your performance in the examination
- iv. Any other appropriate dated evidence to support your appeal application.

REQUEST FOR APPEAL – Please write clearly indicating your reason for this application. Please note that you must have valid grounds for an appeal– (see Grounds for Appeal above). This submission must include all of the required documentation. Applications submitted without the appropriate documentation will be returned to the Appellant.

Student's signature: _____ **Date:** _____

For Official Use Only

Students Name: _____ Fee Received: € _____

Appeal Decision:

Date of Decision: _____ Signature _____