

## RE-CHECK APPLICATION FORM

---

---

### Notes

The University's Assessment Regulations has provision for an examination result re-check procedure. Details are available at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/procedures-following-publication-of-results/>

Candidates who wish to discuss their performance in any assessment should contact their School Office after publication of results. Each semester, the Examination Office will announce the dates for the publication of results and subsequently, individual Schools will publish dates for the viewing of examination scripts. Viewing of examination scripts and provision of feedback shall normally be scheduled within four working days of the publication of results. For purposes of re-check, Internal Examiners shall provide the marked/graded assessment and demonstrate to the candidate the basis on which the final grade was determined.

A candidate may submit an application for a re-check by returning this form together with the appropriate fee to the Examinations Office (see <https://www.tudublin.ie/for-students/student-services-and-support/examinations/contact-us/>) within three working days of the date scheduled for the viewing of the examination script. **The re-check fee is €40 per subject.** In the event that a re-check application is successful the fee will be refunded. Please complete this form in **BLOCK LETTERS**.

---

---

1. Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

E-mail: \_\_\_\_\_

---

---

2. Faculty: \_\_\_\_\_

School: \_\_\_\_\_

Programme: \_\_\_\_\_

Year / Stage: \_\_\_\_\_

Year: 20\_\_ (Sessional / Supplemental) *[delete as appropriate]*

Date scheduled for the viewing of the examination script \_\_\_\_\_

---

---

3. Where a re-check of examination subject(s)/module(s) is sought please state the subject(s) you wish to have re-checked. [A re-check (see 14.1) is not a re-assessment of the examination script].

Subjects/Modules

---

---

---

4. Find TU Dublin's GDPR information [here](#). The Privacy Notice related to this Re-Check Application Form is available at: [C-TU-Dublin-Data-Protection-Notice-Students-0422.docx \(live.com\)](#)

I understand that the above personal data being received by Examinations Office staff and provided to the relevant University staff, as outlined in the TU Dublin Assessment Regulations, found at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/procedures-following-publication-of-results/> I understand that Re-Check Application forms will be retained on file in electronic and/or paper format in the relevant Examinations and School Offices for 3 months, following which they will be confidentially destroyed.

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

---

**FOR OFFICIAL USE ONLY**

Fee received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Examination Re-check Application received by Head of School:**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Head of School

---

---

**To be completed by the Examiner and returned promptly to the Head of School**

Examiner(s) Name(s) \_\_\_\_\_

Contact Telephone No(s): \_\_\_\_\_

Having examined the script number \_\_\_\_\_ for examination subject/module \_\_\_\_\_ there is no change in the result/there is a change in the result [delete as appropriate].

If there is a change in the result please outline the details of the amended result:

---

---

Examiner(s) signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_