

**Examination Appeals, Recheck and Review**

*Effective Date: 14th December 2016*

**Requests for examination review and recheck must be submitted before 02nd October 2023**

**Late applications cannot be considered.**

**Policy Statement**

It is the policy of TU Dublin – Tallaght that all students have the opportunity to discuss their examination results with the appropriate staff post the formal issuing of examination results by the Institute, and, where the student deems it necessary, to seek a recheck and/or review of their examination results. This policy covers all grades and all levels of award.

A two-stage process is provided for student feedback and/or recheck or review of examinations.

**Stage 1 must be followed before entering into Stage 2.**

**Stage 1: Informal Consultation between Student and Lecturer(s) – *No Fee***

Students are encouraged to avail of feedback from lecturers before requesting a recheck or review. The hallmark of this procedure is that it is ***INFORMAL***. It is at the discretion of the lecturer to decide what format it will take**.** There is an obligation to show the student the script, if requested. The student is not entitled to ask for a copy of the script.

The Lecturer will demonstrate to the student how the marks were allocated in the case of the particular student’s script and indicate how these marks were lost or gained.

If, following the consultation, a student wishes to dispute results, he/she may do so through the Stage 2 process below.

In the case of continuous assessments and projects, feedback can be obtained from lecturers throughout the course on a continuous basis. It is the responsibility of the student to seek such feedback at the time of the CA test results being issued.

Stage 1 is an informal discussion between the student and the lecturer(s) concerned about the specific examination(s) components. The purpose of this consultation stage is to:

1. Give guidance to students regarding future performance or repeat examinations, and/or
2. Discuss the student results with a view to explaining how answers might have been structured.

The Faculties and School Offices can be contacted by email, please refer to the below link; <https://www.tudublin.ie/explore/faculties-and-schools/> for contact details of all the Facilities/Offices.

The School Office records the request and sets up an appointment for the student with the lecturer(s) concerned.

**Stage 2: Request for a Recheck and/or Review of an Examination – *See fees***

**Stage 1 above must be completed before entering into Stage 2.**

Applications for a recheck or a review of marks for one or more examinations must follow this procedure.

Applications not strictly adhering to these procedures will be deemed invalid and will not be considered.

**NOTE: An application for a recheck or review based solely on the grounds of disagreement with an assessment grade will not be considered.**

**Fees**

* The Institute will charge a fee of **€40.00 per module for a recheck**.
* The Institute will charge a fee of **€75.00 per module for a review**.
* In the event of a successful recheck or review or final appeal, all fees shall be refunded to the student.
* These fees must be paid online using the online payment facility [www.payittdublin.ie](http://www.payittdublin.ie/) by entering the amount in the student charges section

**What does a RECHECK involve?**

***Re-check*** means the administrative operation of checking (again) the recording and combination of component scores for a module and/or stage.

Applications for a RECHECK must use Form AP1. Only a written signed request for a recheck from the student concerned will be considered. Third party submissions will not be considered.

**The recheck may result in one of the following outcomes:**

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| 1. **Grade remains unchanged** | 1. **Grade is increased** | 1. **Grade is decreased** |

The recheck process shall be carried out by the relevant Head of Department/School in consultation with the lecturer(s) and the concerned. The process normally involves establishing that all answers, part answers and/or other assessment materials have been assessed and totaled correctly. This involves checking the script again and, re-calculating the final scores, and where appropriate, modifying the results accordingly. **Marks allocated can be increased or decreased**.

There is no appeal process for a recheck.

**What does a REVIEW involve?**

***Review*** means the re-consideration of the assessment decision by an Academic Committee within the Department/School in consultation with the lecturer(s) concerned. Learners are required to state the grounds for the requested review and provide appropriate supporting documentary evidence.

A review will automatically include a recheck.

Applications for a REVIEW must use Form AP1. Only a signed written request for a review from the student concerned will be considered. Third party submissions will not be considered.

The recheck may result in one of the following outcomes:

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| 1. **Grade remains unchanged** | 1. **Grade is increased** | 1. **Grade is decreased** |

**Grounds for a review:**

In completing **FORM AP1**, the student must: -

1. Identify the specific element or elements of the examination for which the review is sought; and,
2. Specify clearly and succinctly the grounds on which the review is sought; and,
3. Provide any other information which the applicant requires to have taken into account in the review.

The **grounds for review should be specified** under the following four headings. These are the only grounds on which a review will be permitted. Provide documentary evidence to substantiate the claim.

1. The examination regulations of the Institute have not been properly implemented.
2. Procedural irregularity – there is evidence of substantive irregularity in the conduct of the examination process, including where this results in an inappropriate grade assessment. The irregularity is of such a nature as to create a reasonable possibility that a student’s result may have been different if it had not occurred.
3. Compassionate or medical circumstances related to the candidate’s particular situation made known to the Institute by the candidate in writing to the Institute prior to or during the examination concerned but of which the Board of Examiners was unaware.
4. Significant performance related information which the appellant believes was not available to or considered by the Examination Board. Supporting evidence must be provided.

*Please note that the following sample statements are not verifiable grounds for an appeal:*

*‘I thought I should have done better’*

*‘I put a lot of effort into this subject’*

*‘Everybody in class has failed this exam’*

*‘I feel I deserve to pass’*

*‘My other marks are much higher’*

*‘The exam was harder than I expected’*

*‘My lecturer did not like me’*

*‘I want someone else to check my paper’*

*‘I wasn’t well for this exam’*

*‘The lecturer didn’t prepare me sufficiently’*

**Appeals to Review Outcomes - *See fees***

**Final appeal within the Institute**

The student can appeal the decision from the Stage 2 Review within **four working days** from the receipt of the letter notifying them of the outcome of the review to the Registrar or his/her nominee stating the reasons for the appeal. The reasons stated and the supporting evidence cannot be the same reasons provided at the review stage.

Students who wish to seek a final review appeal the decision of Review process will incur an additional **€50 fee per module** refundable in the event of a successful outcome in favor of the student.

**Office of the Ombudsman**

The function of the Ombudsman is to investigate complaints from members of the public who believe that they have been unfairly treated by certain public bodies. If you feel that you have been unfairly treated or are not satisfied with our decision, it is open to you to contact the Office of the Ombudsman. By law the Ombudsman can investigate complaints about any of our administrative actions or procedures as well as undue delays or inaction in your dealings with us.

*In the event that we are unable to provide your expected outcome to your appeal, you can refer your concern to the Office of the Ombudsman. The Ombudsman is fair, independent, and free to use. The Ombudsman will ask you for details of your complaint and a copy of this letter/email (our final response to your concern). The best way to contact the Ombudsman is by:*

* *Clicking on the ‘Make A Complaint’ link at*[*www.ombudsman.ie*](http://www.ombudsman.ie/)*or*
* *Writing to: Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02 W773 or*
* *Calling the Ombudsman on 01 639 5600 if you have any queries or if you need help making your complaint.*

**Submission of Completed Examination Appeal Forms**

Before a review/recheck is initiated, the Office of the Registrar **must receive Form AP1 completed in full and signed by the student not later than five working days (5.00pm)** from the date of the posting of results on the Institute’s website **and** full payment of relevant fees using the online fee payment service at [www.payittdublin.ie](http://www.payittdublin.ie/) .

Forms are available from the Institute website <https://www.tudublin.ie/for-students/student-services-and-support/examinations/exam-forms/> (Tallaght) ­­­­­­­­­[*ExamAppeals.Tallaght@TUDublin.ie*](mailto:ExamAppeals.Tallaght@TUDublin.ie)

Please note that no Recheck or Review form can be accepted after the five day period.

For further information on the University’s Data Protection Policies and Procedures, please see our website [*https://www.it-tallaght.ie/gdpr*](https://www.it-tallaght.ie/gdpr) and our Data Protection Notice for Students <https://www.tudublin.ie/media/website/explore/privacy-policyx2fgdpr/documents/appendices/C-TU-Dublin-Data-Protection-Notice-Students-30-11-20.pdf>

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| C:\Users\sobrien\Desktop\image001.jpg | **Examination Appeal Form AP1** |
| **Technological University Dublin – Tallaght**  **Examination Recheck and Review Application Form**  **Closing date is 02nd October at 5.00pm** |

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| **Section 1: General Information** |
| 1. Before completing this form, please read the accompanying notes on Examination Appeals. 2. **Students must complete the Stage 1 informal process before submission of the Form API** 3. Please complete this form in BLOCK LETTERS or in TYPESCRIPT. 4. It must be lodged with the Office of the Registrar by the date specified above accompanied by the appropriate full fee. 5. The General Examination Regulations of TU Dublin –Tallaght and other Regulations are available to all examination candidates and the Appellant is advised to review same. |

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| **Section 2: Personal Details** | | | |
| Name: |  | | |
| Correspondence Address: |  | | |
| Telephone Number: |  | Email address: |  |

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| **Section 3: Programme Details** | | | | |
| School/Department: |  | | | |
| Programme (e.g. BMNGT\_D\_B3): |  | | | |
| Semester: |  | | Student ID No: |  |
| Is your programme *Please tick one*: | Full-time |  | Part-time |  |

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| **Section 4: Examinations to be reviewed** | | | | | | | |
| Academic Year: |  | | | | | | |
| Examination Session: *tick one* | January |  | May | |  | August |  |
| Date of publication of Provisional Examination Results | | | | 26th September 2023 | | | |
| Which module(s) do you wish to appeal?  *Give the specific module title(s) & Lecturer name(s)* | | | | | | | |
| **Module Titles** | | | **Lecturer name(s)** | | | | |
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| **Section 5: The appeals process – which process are you applying for** | | |
| Tick the appropriate boxes | Yes | No |
| 1. **Have you attempted to resolve your difficulties through your Head of Department using the Institute’s Stage 1 Post Examination Review Facility** *Students must complete the Stage 1 process before submission of this Form API* |  |  |
| 1. **Are you seeking a recheck?** *Fee: €40.00 per module* |  |  |
| 1. **Are you seeking a review\*?** *Fee: €75.00 per module* |  |  |
| **\*** ***If seeking a REVIEW, you must indicate the grounds on which the review is being based below*** | | |

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| **Section 6: Grounds for a review** | |
| Before a review is initiated, the Examination Appeal Form AP1 must be filled out and signed off, then emailed to­­­­­[*ExamAppeals.Tallaght@TUDublin.ie*](mailto:ExamAppeals.Tallaght@TUDublin.ie) | |
| The submission must clearly identify the element or elements of the examination for which the review is being sought.  It must specify the grounds on which the review is sought and must contain all information, which the candidate requires to have taken into account in the review. | |
| **Indicate the grounds upon which this appeal is made** (*tick whichever of a, b, c or d is most appropriate* [*you may tick more than one*]*. Then complete Section 7 of the form*) | ***Tick all that apply*** |
| 1. **The examination regulations of the Institute have not been properly implemented**   There isevidence of a substantive irregularity or inequity in the conduct of an examination process |  |
| 1. **Procedural irregularity – there is evidence of a substantive irregularity in the conduct of the examination process, including where this results in an inappropriate grade assessment. The irregularity is of such a nature as to create a reasonable possibility that a student’s result may have been different if it had not occurred.** |  |
| 1. **Compassionate or medical circumstances related to the candidate’s examination situation made known to the Institute by the candidate, in writing to the appropriate School Secretary, prior to or during the examination concerned of which the Board of Examiners was unaware** |  |
| 1. **Significant performance related information which the candidate believes was not considered by the Examination Boards. Include supporting evidence.** |  |

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| **Section 7: STATEMENT OF APPEAL** |
| *NOTE: An appeal on the sole grounds of disagreement with an assessment grade will not normally be considered.* |
| **If you are seeking a Review, please explain the basis for your appeal here. The grounds which were ticked in section 6 above must be elaborated on below** |
| **Please provide a concise summary of the basis of your appeal? ( *300 words max*)** |
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| **Section 8: Additional Information Provided**  *Please list any items attached supporting document e.g. medical certificates, Garda report, etc.* | |
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| **Section 9: Expected Outcome:** *Please indicate in* ***30 words or less*** *the change you seek in your result as a consequence of this Appeal?* |
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| **Section 10: Signatures** ***Forms must be signed by the applicant*** | |
| **Applicant’s Signature** |  |
| **Date:** |  |

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| ***For office use only:*** | | *Date received:* | |  | | | |
| ***Decision:*** | ***Grade change approved:*** | ***Yes*** | |  | | ***No\**** |  |
|  | ***If yes: Specify the change recommended:*** | | |  | | | |
| ***Notifications:*** | *Student informed:* |  | *How and by whom:* | |  | | |
| *Head of Dept. informed :* |  | *How and by whom:* | |  | | |
| *Broadsheet Amendment No.* |  | | | | | |
|  | *Gradebook updated* |  | *Banner Updated* | |  | | |

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| **\* Basis for ‘No’ decision *tick all that apply*** | ***Tick*** |
| 1. **Recheck:** Marks were allocated, counted and recorded correctly |  |
| 1. **Review:** Insufficient evidence that examination regulations of the Institute were not properly implemented |  |
| 1. **Review:** Suggested deviation in the implementation of the examination procedures did not sufficiently affect the student outcomes to justify a change of grade. |  |
| 1. **Review:** Identified ‘compassionate or medical circumstances’ were already known to, and considered by the Examination Board |  |
| 1. **Review:** New ‘compassionate or medical circumstances’ do not have sufficient supporting evidence. |  |
| 1. **Review:** The claimed ‘significant performance related information’ were not considered sufficient grounds for a grade change |  |
| 1. **Other:** *include brief explanation* |  |
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