RE-CHECK APPLICATION FORM

Please note: This form is for use by TU Dublin City Campus Students only

Notes

The current General Assessment Regulations, among other things, make provision for an examination result re-check procedure. These and other Regulations are available to all candidates and those considering appealing a decision of a Progression & Award Board are advised to review the relevant Regulations (see https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/student-assessment-regulations/general-assessment-regulations/). Candidates who wish to discuss their examination performance in any assessment [see section 14.1 of Regulations] should contact the School/Department. Each semester Examination Offices publish a calendar of dates for the publication of results and Schools publish dates for the viewing of examination scripts. Viewing of examination scripts and provision of feedback shall normally be scheduled within four days of the publication of results. The Head of School or nominee shall produce the assessed work and demonstrate to the candidate the basis on which the marks were awarded.

A candidate may submit an application for a re-check by returning this form together with the 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 €15 per subject**. In the event that a re-check application is successful the fee will be refunded. Please complete this form in **LEGIBLY** in **BLOCK LETTERS** or in **TYPESCRIPT**.

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

_____   _____

_____   _____

_____   _____

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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 section 14.2 of TU Dublin (City Campus) General Assessment Regulations, found at https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/student-assessment-regulations/general-assessment-regulations/). 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: _____