

RE-MARK APPLICATION FORM

Notes

The current Assessment Regulations make provision for re-mark of assessment on application. These and other provisions are available to all candidates and those considering appealing a decision of an Assessment Board are advised to review the relevant Regulations (see <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/>).

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-mark 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 or within two working days of the submission of the recheck application form. **The re-mark fee is €60 per subject/module.** In the event that a re-mark 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-mark of examination module(s)/subject(s) is sought please state the module(s)/subject(s) you wish to have re-marked.

Modules/Subjects

4. Find TU Dublin's GDPR information [here](#). The Privacy Notice related to this Re-Mark 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 TU Dublin's Assessment Regulations, found at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/>

I understand that Re-Mark 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.

Signed _____ Date: _____
Candidate

FOR OFFICIAL USE ONLY

Fee received: _____ Receipt Number: _____ Date: _____

Examination Re-mark 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 module/subject _____,
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: _____