



Form: EXREG2

Appeal of Examination Result Application Form

This form must be submitted complete with payment of €65 per module appealed, to Examinations Department at Athlone Institute of Technology

To be completed by student

Student Number:	
Programme:	
Modules:	Semester:
Year of Course:	Phone No. :

GROUND FOR APPEAL

DEFINITION

A Review/Appeal means the consideration of factors which may have influenced a candidates' performance, and may be made only on the following grounds.

- (a) The assessment was not conducted in accordance with the current regulations for the course, or there has been a material administrative error or some other material irregularity relevant to the assessments has occurred.
- (b) For those programmes where mitigating circumstances are considered, there were circumstances of which the Examination Board had been unable to take proper account. This refers to a situation where the mitigating circumstances were not drawn to the attention of the Examination Board because:
 - **either** they were unknown to the student at the appropriate time;
 - **or** the student was unable to present them because of circumstances outside his/her control.
- (c) For a student with disability or special educational need, the agreed revised assessment procedures were not implemented.

Please tick whether you are appealing under grounds (a) , (b) or (c)

Signed: _____ **Date:** _____

Please set out in detail on an additional sheet, the grounds for your appeal. Additional material may be provided if required.

To be completed by Dean of Faculty

Please review the application to ensure that no material administrative error or some other material irregularity relevant to the assessments has occurred. Please advise also if there is any additional information to uphold the candidate's application. The following information is required:

Has the student discussed the assessment in question with a member of faculty?

Yes No

Your comments on this application:

If you consider this application warrants an appeal

Yes

No

If yes the following will be required:

- continuous assessment results for this academic year.
- comments on attendance and any other relevant information
- factors if any that were discussed at the exam board meeting

Signed:

Dean of Faculty

To be completed by Registry Manager

(Section A. to be completed prior to going to relevant faculty

Section B. to be completed on receipt of form from relevant faculty)

Student No: _____

Section A

On the basis of the application there appears

does not appear

to be *prima facie* grounds for an appeal under section H4.4 of the *Examination Regulations and Procedures*.

Section B

Final Outcome

Signature: _____

Date: _____