



## Procedures for submitting a Portfolio Appeal

### GENERAL INFORMATION

Portfolio appeal requests are processed by the Admissions Office. All correspondence relating to these matters should be addressed to the Admissions Office.

[Admissions@iadt.ie](mailto:Admissions@iadt.ie)

The statement outlining the grounds of the appeal must be made by the applicant themselves. Information from a third party can be considered but the request must come from the applicant.

**Applicants may obtain a portfolio review only where one of the following conditions is met:**

- 1) The applicant can provide evidence that they were adversely affected by an irregularity in how the portfolio process was conducted, for example work provided was not viewed.
  
- 2) The applicant can provide evidence that they were adversely affected by factors which the Portfolio Assessment Team was unaware of when making its decision (for example, personal or medical reasons)

**All portfolios submitted for entry to our programmes are considered in accordance with Faculty of Film, Art & Creative Technologies portfolio review criteria.**

**We undertake to assess the portfolio against the stated criteria for entry to the programme and through this process to treat all portfolios with equal consideration. All portfolios are assessed by two or more members of the programme team to ensure parity of assessment process and impartiality.**

**If you believe that there may have been an error in any of our processes, and that this has adversely affected the outcome you should consider the above Grounds for a review.**

## Some Definitions

**Re-check:** a portfolio re-check involves the administrative operation of checking the recording and the addition of marks, and may result in one of the following outcomes:

- marks remain unchanged
- mark is increased
- mark is decreased

When an applicant contacts IADT regarding their portfolio score this recheck is done automatically. The applicant is issued with a copy of their page in the assessment book, a Portfolio Review Request Form and a copy of this document.

**Review:** involves the re-consideration in detail of all parts of the existing portfolio material by the Portfolio Assessment Team. The original marks will be re-considered in full by this Team. A Review may result in scores being amended in either a positive or negative direction or in no change to the original score.

## **2      Procedures for Portfolio Appeals**

2.1      An appeal must be submitted not later than 4pm on the 5<sup>th</sup> of April 2017.

***Deadlines for submissions are strictly adhered to.***

2.2      Portfolio Review requests must be completed on the appropriate form and returned by email : admissions@iadt.ie

2.3      The submission should specify the grounds on which the appeal is being sought and contain all the information that the student requires to have taken into account

2.4      All relevant documentary evidence should be provided, for example in the event of the appeal being lodged on medical grounds.

2.5      In the matter of a Review, the head of Department will conduct a screening of applications and must be satisfied that the applicant has established clearly the grounds for a review. Where he/she is satisfied that a review is warranted a suitable date is organised for the return of the portfolio to IADT and a review is carried out. The outcome of the Review is communicated by email to the candidate.



## **Portfolio Review Request Form**

This form must be emailed to the Admissions Office by Wednesday the 5<sup>th</sup> of April at 4pm.  
[Admissions@iadt.ie](mailto:Admissions@iadt.ie)

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Candidate CAO Number: \_\_\_\_\_

Programmes Applied for: \_\_\_\_\_

Programme result that candidate is appealing: \_\_\_\_\_

Grounds for Review: \_\_\_\_\_

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**Candidate's signature:** \_\_\_\_\_

The review request must come from the candidate; this form must be completed by the candidate.  
Please note that a portfolio review can result in marks being increased or decreased.