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| **Appeal against Examination/Assessment Results Application Form** |  |

*This form should be completed in full by the student who is appealing their grades*

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| **Student Name** |  |
| **Student Number** |  |
| **Programme Title** |  |
| **Stage (Year)** |  |
| **Date of Results Publication** |  |
| **Address** |  |
| **Student Email Address** |  |
| **Mobile Phone Number** |  |
| **Clearly state the Module(s) titles and the elements for which the appeal is being made** |  |
| **Grounds for Appeal** |

**You must specify the grounds on which you have based your appeal. You may appeal against an examination/ assessment results on the following grounds only – please tick the relevant box (es)**

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| **Administrative Error or a material irregularity in assessment procedures** | *You believe your performance was adversely affected by an irregularity in how the assessment was conducted, eg in written exams, insufficient or inaccurate information on the examination papers or faulty IT equipment* |  |
| *You believe you were adversely affected by an administrative error which has resulted in an incorrect mark being recorded on the student database* |  |
| *You believe due process was not followed and seek verification that your work was assessed in accordance* |  |
| **Documentary Evidence** | If you are seeking an appeal on the grounds of an administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to your result, you must attach any relevant documentation which supports your case |
| **Appeal on Other Grounds** | *Please tick this box if you believe your performance was adversely affected by factors which you were unable or unwilling (for valid reasons) to disclose before the Examination Board reached its decision, ie personal or medical reasons* |  |
| **Medical or personal nature:*** An appeal on medical grounds must be supported by appropriate signed and dated medical certification on headed paper.
* An appeal on personal grounds, i.e. relating to personal or psychological problems, must be supported by documentary evidence provided by a recognized professional (e.g. psychologist, counsellor, social worker).
* Documentary evidence provided must be legible and must be dated and stamped by the relevant professional.

**Other extenuating circumstances:*** If you are seeking an appeal on the grounds of extenuating circumstances relating to other factors such as the death of a relative or other incident, written evidence must be submitted, for example a death notice or Garda report.

For further information please consult <https://www.iadt.ie/study/current-student-info/appeal-of-assessment-result> |
| **Statement in Support of an Appeal** | Please provide a statement in the space below to support your case for appeal. If necessary, you may attach a separate sheet. This application must contain all information that you wish to have taken into account in the appeal. |
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| **Signature of Student** |  |
| **Date** |  |

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| **Appeals Board Use Only** |
| **Decision Upheld by Appeals Board** | **Yes** |  | **No** |  |
| **Date of Appeals Board Meeting** |  |
| **Signature of Appeals Board Chair** |  |

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| **Exams Office Use Only (if appeal is upheld)** |
| **Grade Changed**  | **Yes** |  | **No** |  |
| **Date Grade Changed** |  |
| **New GPA**  |  |
| **New Academic Standing** |  |
| **Signature of Exams Officer** |  |
| **File copy retained with examinations appeals record for sitting** |