

Procedures for submitting a Portfolio Appeal. General Information 2023

**Institute of
Art, Design +
Technology
Dún Laoghaire**

The Admissions Office in IADT processes portfolio appeal requests; all correspondence relating to these matters should be addressed to the Admissions Office at admissions@iadt.ie.

The applicant must make the statement outlining the grounds of the appeal 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, ie 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. Two or more members of the Programme Team, to ensure parity of assessment process and impartiality, assess all portfolios.

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:

This 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 either in (a) scores being amended in a positive or negative direction or (b) in no change to the original score.

Procedure for Portfolio Appeals

- 1** An appeal must be submitted, via a completed Portfolio Review Request Form, **not later than 5.00 pm on 12 May 2023** to admissions@iadt.ie – please note that this deadline is strictly adhered to.
- 2** 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.
- 3** All relevant documentary evidence should be provided, for example in the event of the appeal being lodged on medical grounds.
- 4** 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 they are 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 2023

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This form must be completed in full and emailed to the Admissions Office **not later than 5.00 pm on 12 May 2023** to admissions@iadt.ie

Candidate Name	
Candidate CAO Number (if applicable / EU applicant)	
Candidate Address	
Candidate Contact Number	
Programme(s) Applied for	
Programme Result that the candidate is appealing	
Grounds for Review	
Candidate Signature	

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