

STUDENT NAME	
STUDENT NUMBER	

APPEAL AGAINST EXAMINATION / ASSESSMENT RESULTS APPLICATION FORM

Address for correspondence:

Email address: _____

Telephone Number: _____

Programme of Study: _____

Stage/Year of Study: _____ **Date of publication of results:** _____

Please clearly identify the Modules(s) and the elements for which the appeal is being made

GROUNDS FOR APPEAL

You must specify the grounds on which the appeal is sought. A candidate may appeal against an examination/assessment result on the following grounds only:

Please tick relevant box(es)

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. For example, in written exams insufficient or inaccurate information on 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 with IADT procedures and that the process was fair and consistent.

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

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. For example 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 recognised 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 the Student Handbook for 'Procedures for an Appeal of Assessment/Examination Results'

STATEMENT IN SUPPORT OF 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.

SIGNATURE: _____ **DATE:** _____