



DCU Examination Appeals Board

Examination Appeal Form

Please read the Regulations and Advice Note carefully before completing this form. All relevant sections of the form must be completed legibly in block capitals and submitted to:

**Secretary to the Appeals Board
OVAAA, Room D106, Bea Orpen Building, DCU, Dublin 9**

**Appeals relating to first year students on the BAJH, BEd,
BRel Ed, and BECE programmes may also be
submitted to Registry, DCU St. Patrick's Campus**

within **10** days of promulgation of your examination results on your student's portal page.

Section A: Student Details

Surname

Forename(s)

Address

Student ID Number

Telephone Number

E-Mail Address

Section B: Programme Details

Programme _____

Module Code(s) Under Appeal _____

Publication Date of Exam Results

6 September 2016

Year of Study

State whether 1st, 2nd, 3rd etc.

Section C: Grounds for Appeal

A candidate may appeal against a decision of a Progression & Award Board on the following grounds only. Please tick the relevant box(es):

- ✓
- Your performance in the assessment was adversely affected by illness or other factors, which you were unable or, for valid reasons, unwilling to divulge before the Progression & Award Board reached its decision. (*Regulation 2(a)*)
 - The Progression & Award Board did not give sufficient weight to any extenuating circumstances previously notified to the Registry prior to the holding of the meeting of the Progression & Award Board. (*Regulation 2(b)*)
 - The examinations were not conducted in accordance with the current regulations as approved by Academic Council. (*Regulation 2(c)*)
 - There was a substantial error of judgement on the part of the Examiners. (*Regulation 2(d)*) *Before ticking this box, you should try, if at all possible, to view your script. You should take the opportunity to do this during the post-examination consultation period (the dates of which are published in the Academic Calendar).*
 - There was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to your result. (*Regulation 2(e)*)

Section D: Statement in Support of Appeal

You must provide a concise statement to support your specific appeal on a separate, neatly-typed and signed page entitled "Statement in Support of Appeal", You may also wish to state the action which you would wish the Appeals Board to take. If an Extenuating Circumstances form has not previously been submitted, it is essential that you indicate in your statement why this evidence was not brought to the attention of the Progression & Award Board.


Section E: Documentary Evidence

- In the case of an appeal made on the basis of extenuating circumstances, you are required to complete and submit, with your appeal, the most-recently published version of Form R-30. This form must be accompanied by relevant and date-specific supporting documentation (details of appropriate types of documentation are outlined in Section B of Form R-30). Please list below any documents which you are submitting to accompany Form R-30:

*Note: If you are appealing on the grounds of previously-undisclosed extenuating circumstances (the first-listed ground for appeal in Section C of this appeal form), it is **essential** to provide valid reasons as to why you were unable or unwilling to notify the Progression & Award Board at the appropriate time of the illness or other factors which adversely affected your performance.*

- If you are appealing on the grounds that the examinations were not conducted in accordance with current regulations (Regulation 2(c)) or that there was a material administrative error or irregularity in assessment procedure (Regulation 2(e)), you should attach any relevant documentation which supports your case. You should also give the names and contact number of any witnesses who can corroborate the evidence. Please list below any documents which you have attached as evidence to the form/names and contact numbers of witnesses:

Section F: Checklist for a Valid Appeal

- | | |
|---|---|
| 1. If, in Section C: Grounds for Appeal, I have ticked the 1 st box relating to extenuating circumstances, I am providing valid reasons in my appeal as to why I was unable or unwilling to notify the Progression & Awards Board at the appropriate time of the illness or other factors which adversely affected my performance. | 
<input type="checkbox"/> |
| 2. If, in Section C: Grounds for Appeal, I have ticked the 4 th box relating to examiner error, I can confirm that I have viewed my script, where relevant. | <input type="checkbox"/> |
| 3. I have enclosed a concise statement to support my appeal on a separate neatly-typed and signed page entitled "Statement in Support of Appeal". | <input type="checkbox"/> |
| 4. I have enclosed all relevant documentary supporting evidence. | <input type="checkbox"/> |
| 5. I am not including any assessment material, such as dissertations, essays, programs or reports, with my appeal submission, as I understand that they will not be considered. | <input type="checkbox"/> |
| 6. I have enclosed a complete statement of examination results, including all past years (so that the Board can compare past performance). I am aware that I can obtain electronic exam transcripts from the web at:
https://www.dcu.ie/registry/digitaldocs/wallet/servlet/UserWalletApp/template/Login.vm | <input type="checkbox"/> |
| 7. Where the appeal relates to a first year Professional Practice/ School Placement module on the BECE or BEd programme I have included legible copies of my Professional Practice/School Placement reports. | <input type="checkbox"/> |
| 8. I am a first year student on the BRel Ed programme and I have provided, from the METIS system, the School Placement Profile, both TSOI's, the e-file and reflective statements. | <input type="checkbox"/> |
| 9. I have enclosed the appeal fee of €100 in the form of a cheque, postal order or bank draft made payable to DCU or I have enclosed evidence of payment by credit or laser card or bank giro. I accept that cash cannot be accepted as a means of payment. | <input type="checkbox"/> |
| 10. I have enclosed 12 collated and stapled copies of my appeal documentation (including the appeal form, relevant documentary evidence and a full set of examination results, including past years), i.e. <i>one complete (collated and stapled) set of documents for each member of the Appeals Board.</i> | <input type="checkbox"/> |

Section G: Declaration

I declare that I have complied with all relevant aspects of the Checklist (above) and hereby accept that failure to do so will result in an invalid appeal. I also hereby acknowledge that decisions of the Examination Appeals Board are final and binding and that representations made to any member of staff in the University concerning any such decision shall not be entertained.

Signature

Date