

**DCU Examination Appeals Board**

**Examination Appeal Form**

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| Please read the **Examination Appeals Procedure** document carefully before completing this form. All relevant sections of the form must be completed legibly in block capitals and submitted to: The Secretary to the Examination Appeals Board, Academic Affairs, Room D106, Bea Orpen Building, DCU Glasnevin Campus, Dublin 9 within 10 days of the promulgation of your examination results on-line, which is closing date: **21st September 2018 at 4.30 pm**. Please submit twelve copies. |

**Section 1: Student Details**

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| **Title:** (tick relevant box) | **Mr 🗆 Ms 🗆** |
| **Name** |  |
| **Address** |  |
| **DCU Student Number** |  |
| **Mobile telephone number** |  |
| **E-mail Address (This must be your DCU address.)**  |  |

**Section 2: Programme Details**

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| **Programme of study and programme code** |  |
| **Year of study (state whether 1s, 2nd,3rd year etc.)** |  |
| **Publication date of examination results** |  |
| **Module Codes(s) under appeal** |  |

**Section 3: Grounds for Appeal**

A student may appeal against a decision of a Progression and Award Board on the following grounds only. Please tick the relevant box(es) to indicate on which grounds you are appealing.

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| (a) | 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 and Award Board reached its decision[[1]](#footnote-1).  |  **❑** |
| (b) | The Progression and 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 and Award Board.  |  **❑** |
| (c) | The examinations were not conducted in accordance with the current regulations as approved by Academic Council.  |  **❑** |
| (d) | There was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to your result.  |  **❑** |

**Section 4: statement in support of appeal**

You must provide a concise statement to support your specific appeal on a separate, typed and signed page entitled ‘Statement in support of appeal’. You may also wish to state the action which you now wish the Examination 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 and Award Board.

**Section 5: 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 which is available via the Registry web site. 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:

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* If you are appealing on the grounds that the examinations were not conducted in accordance with current regulations or that there was a material administrative error or irregularity in assessment procedure 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 provided. Please list below any documents which you have attached as evidence to the form, together with the names and contact numbers of witnesses:

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**Section 6: Checklist for a Valid Appeal**

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| 1 | If, in Section 3: Grounds for Appeal, I have ticked the first 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 and Award Board at the appropriate time of the illness or other factors which adversely affected my performance. | **❑** |
| 2 | I have enclosed a concise statement to support my appeal on a separate typed and signed page entitled “Statement in Support of Appeal”. | **❑** |
| 3 | I have enclosed all relevant documentary supporting evidence. | **❑** |
| 4 | 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. | **❑** |
| 5 | 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 print exam results from the screen where I access them. I am also aware that I can print past exam results from Student Apps by clicking on the ‘Digitry’ button. | **❑** |
| 6 | Where the appeal relates to a Professional Practice/School Placement module on the BECE, BEd, PME(4), PEB(4), SE, PME(1&2) or BRel Ed programme, I have included legible copies of my Professional Practice/School Placement reports. | **❑** |
| 7 | I am a student on the BRel Ed programme and I have provided, from the METIS system, the School Placement Profile, both TSOIs, the e-file and reflective statements. | **❑** |
| 8 | 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 will pay by credit card or debit card at room D106 Bea Orpen Building, DCU Glasnevin Campus, Dublin 9. I accept that cash cannot be accepted as a means of payment. | **❑** |
| 9 | I have enclosed 12 collated and stapled copies of my full appeal documentation (including the appeal form R-31, relevant documentary evidence and a full set of examination results, including past years*), i.e. one full complete (collated and stapled) set of documents for each member of the Examination Appeals Board* | **❑** |

**Section 7: 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 which will be rejected. 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**

**PLEASE NOTE: REQUESTS SUBMITTED AFTER THE DEADLINE WILL NOT BE PROCESSED.**

**Personal Data Protection Notice**

In the context of your Examination Appeal application any personal data that you provide to Dublin City University (the ‘Data Controller’) will be used for the purpose of the Examination Appeal only and will be submitted to the Office of the Vice President Academic Affairs (Academic Affairs).

The personal data is being collected and processed on the basis of your consent.

The personal data will not be shared with any third party, other than those working with the University on normal University business, and only in line with the purpose for which you provided it. In the case of the Examination Appeal application the data will be shared with members of the DCU Examination Appeals Board, the Programme Chair and Registry.

You have the right of access to your own personal data. The contact details for exercising this right is through the DCU Data Protection Unit, Chief Operating Officer’s Office, Dublin City University or alternatively at data.protection@dcu.ie



**DCU Examination Appeals Board**

**Personal Statement in Support of Appeal**

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**Name: Block capitals student ID**

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**Signature Date**

1. If you are appealing on the grounds of previously undisclosed extenuating circumstances, it is essential to provide valid reasons as to why you were unable or unwilling to notify the Progression and Award Board at the appropriate time of the illness or other factors which adversely affected your performance. [↑](#footnote-ref-1)