DCU Examination Appeals Board

Advice for Students

Frequently Asked Questions

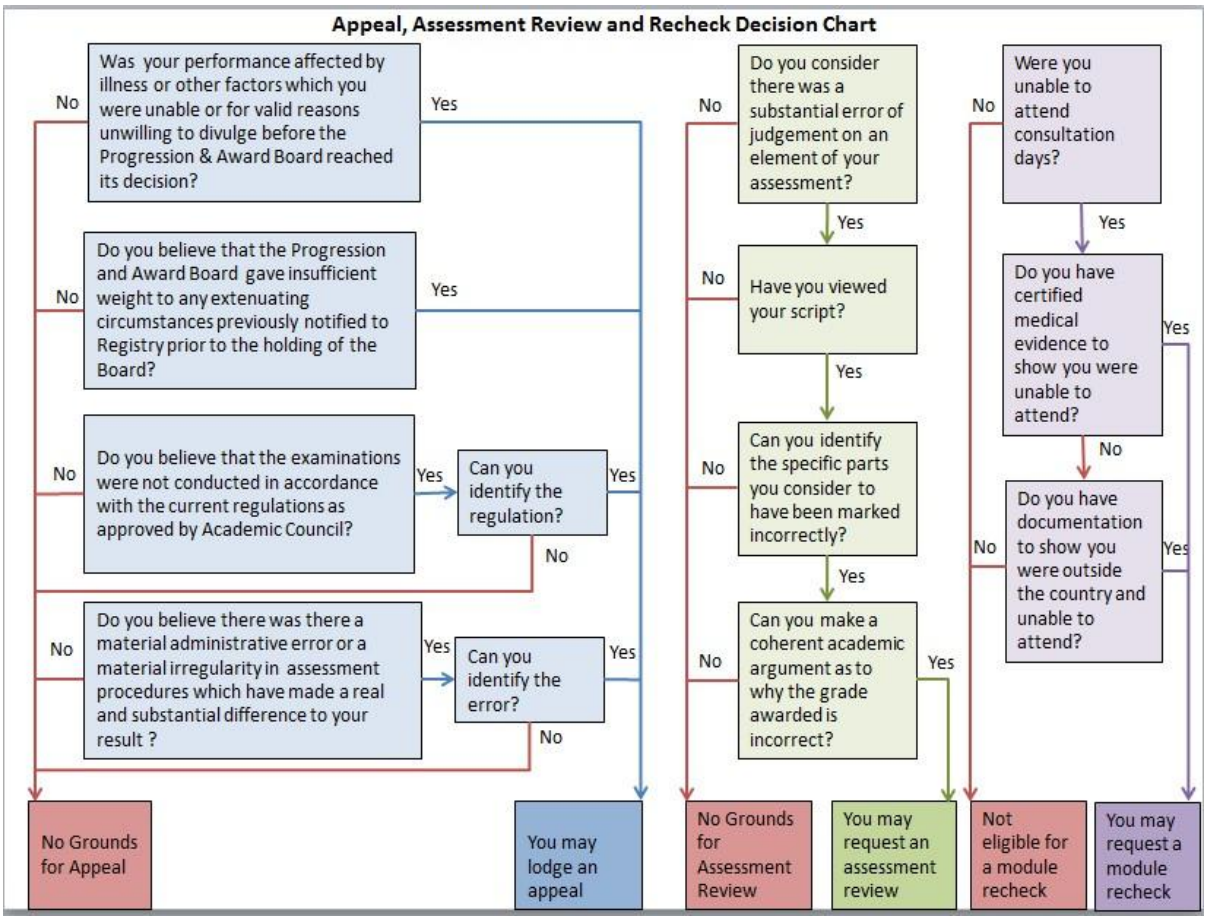
Last updated, October 2025

There are a number of options available to students whose examination results do not meet their expectations.

1. All students are encouraged to view their script and discuss their performance with the module co-ordinator/lecturer during the University's published consultation days
2. They have the right to appeal the decisions of a Progression and Award Board through the Examination Appeal Procedure R31
3. They may apply in certain circumstances to have a section of their assessment reviewed by an independent assessor through the Module Assessment Review Procedure R51
4. They may apply in certain circumstances to have the recording and collation of marks which determine a module result rechecked through the Module Recheck Procedure R50.

Before lodging an Examination Appeal (R31), applying for a Module Assessment Review (R51) or applying for a Module Recheck (R50) you should read the relevant procedure documents carefully. These documents are available on the Examination Appeals section of the website at https://www.dcu.ie/ovpaa/Appeals.shtml under the relevant headings.

The flow chart below may be useful to decide which process(es) you can avail of.



1. Consultation Days

1.1. What are consultation days?

Consultation days are dates when lecturers are available to meet with students to discuss their performance in recent assessments.

1.2. When are consultation days?

Consultation days take place shortly after the publication of examination results. The specific dates are published annually in the Academic Calendar.

1.3. Who can attend consultation days?

All students can and are encouraged to attend consultation days.

1.4. I am not available to attend consultation days; is there any alternative?

Depending on the reason why you cannot attend, you may be eligible to apply for a recheck. Details are outlined in the Module Recheck Procedure document, available on the Examination Appeals section of the website https://www.dcu.ie/ovpaa/Appeals.shtml

1.5. I am not available to attend consultation days; can someone else view my script for me?

No, only the student can meet with the lecturer during consultation days.

1.6. I have not been able to contact my lecturer during consultation days, what should I do?

All staff must either be available themselves or have made arrangements for a colleague to be available to discuss your exam performance. If you have been unable to contact your lecturer you should contact the Programme Chairperson/School office to enquire what arrangements are in place.

2. R31 Examination Appeals

2.1. Where can I find details of the appeals process?

Full details of the process are outlined in the Examination Appeals Procedure document available on the Examination Appeals section of this website https://www.dcu.ie/ovpaa/Appeals.shtml

2.2. How do I submit my appeal?

Appeals should be submitted online by filling in the online R31 Form at https://www.dcu.ie/ovpaa/examination-appeal-form-r-31

2.3. What are the grounds for appeal?

The four grounds for appeal are outlined in the Examination Appeals Procedure document available on the Examination Appeals section of the website. You should ensure that you have valid ground(s) for appeal before you submit your form and fee. The Examination Appeals Board will only consider the appeal on the ground(s) the student has selected:

Appeal Ground A	*The student's performance in the assessment was adversely affected by illness or other factors, which they were unable or, for valid reasons, unwilling to divulge before the Progression & Award Board reached its decision.*	- Have you provided a valid reason why you were unable or unwilling to submit extenuating circumstances before the Progression and Award Board was held? - Do you have supporting documentation that can verify this?
Appeal Ground B	*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.*	- If you have previously submitted an Extenuating Circumstances (R30) Form to the Registry have you enclosed a copy of it?
Appeal Ground C	*The examinations were not conducted in accordance with the current regulations as approved by the Academic Council.*	- Please provide details
Appeal Ground D	*There was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to their result.*	- Please provide details of the administrative error or the material irregularity that has occurred. Please provide any relevant supporting documentation.

2.4. The Four grounds outlined in the Appeals Procedure document do not apply to me. Can I still appeal my results?

No, you can only appeal on the basis of the four grounds which are listed in the Examination Appeals Procedure.

2.5. Can I appeal more than one module?

Yes, you can appeal more than one module, please list all relevant modules in your application.

2.6. Can I appeal on more than one ground?

Yes, you can appeal on multiple grounds if they are applicable to your case.

2.7. Can I appeal provisional results?

You can only appeal a provisional result if you have failed the module and the resit for the module takes place before the results are approved by a Progression and Award Board. Typically resits for undergraduate programmes take place after results have been approved by Progression and Award Boards at the end of Semester Two.

Typically postgraduate programme Progression and Award Boards take place after submission of the research element and after the resits take place.

2.8. When can I appeal Semester One results?

Semester One results are usually provisional and not approved by the relevant Progression and Award Board until after Semester Two. Hence, the appropriate time to appeal Semester One results is normally after the results have been approved at the end of Semester Two.

Postgraduate students should refer to question 2.7. Depending on circumstances they may appeal Semester One results at the end of Semester Two or in the autumn.

2.9. What documentation must be submitted when making an appeal?

Full details of the documentation required are outlined in the Examination Appeals Procedure (P31). You must complete an R-31 form online which should be accompanied by relevant documentary evidence, to support your appeal.

Any documents should contain dates and cover the relevant timelines. Where appropriate, documents should be signed and on official headed paper.

The Examination Appeals Board will only consider documents submitted in advance of the meeting of the Examination Appeals Board.

2.10. What examination results must I submit with my appeal and where can I get these from?

You should submit a **complete statement** of examination results including past years so that the

Board can review past performance. Your name, student number, programme title, module results and the overall result must be visible in the document you submit. Partial statements will not be accepted.

Current examination results can be downloaded from the screen where you access them during promulgation of results and attached to your online appeal. You can also download past examination results from Student Apps. by clicking on the "E-transcripts" button, should you wish to submit them.

Where the appeal relates to a Professional Practice/School Placement module on the BECE, BEd, PMEP, PEB/PEM/SE, PME or BRelEd programme, you should include legible copies of your Professional Practice/School Placement/TSOI reports (BEdLAN and BRelEd only) and/or placement assessment/evaluation feedback report(s) and/or e-portfolio feedback report(s).

Points of contact for questions related to sourcing tutor reports/evaluation feedback report (s) are as follows:

BECE: beceplacement@dcu.ie
BEdTEG: bedteg.placement@dcu.ie
BEd/PMEP: schoolplacement.primary@dcu.ie
PEB/PEM/SE/PME : pme-se-pe.placement@dcu.ie
BRelEd: breled.placement@dcu.ie
BEd/LAN: schoolplacements.post-primary@dcu.ie

2.11. What is the deadline for submitting an appeal?

Appeals must be submitted online within 10 days of the date of the promulgation of results online i.e. the date on which results are posted online on the student portal pages, and in accordance with the dates published on the University's Academic Calendar.

2.12. I have missed the deadline for submission of my appeal. Can I make a late submission?

Appeal submissions received after the deadline are invalid and will not be accepted.

2.13. Can someone else appeal on my behalf?

The appeal form **must be submitted from your DCU email account**, and not by any third-party as otherwise the appeal will be deemed invalid.

2.14. How much is the appeal fee and how can it be paid?

The appeal fee is €100 (it is a flat rate and covers the appeal of multiple modules).

The fee should be paid online at: https://dcu.sybernetsps.ie/dcupayments/dcu/

Select the payment category 'Examinations' and payment item 'Examination Appeal Fee €100'.

If your appeal is upheld this fee will be refunded to you.

2.15. Is there any record of previous decisions made by the Examination Appeal Board?

Yes, the Examination Appeals Board keeps a collection of anonymised cases which are called the **Index of Precedents.** This index is available on the Examination Appeals section of the website. Each appeal is reviewed on a case-by-case basis.

2.16. I am appealing a module from the autumn resits in which I received a fail result. Can I attend lectures pending the outcome of the appeal?

You may attend academic activities in the next year of study pending the receipt of the outcome of your appeal. However, if the appeal decision does not allow you to proceed to the next year of study your attendance must cease immediately.

2.17. I am appealing a module from the autumn resits in which I received a fail result. Can I begin my placement pending the outcome of the appeal?

It is unlikely you will be able to begin a placement prior to receipt of the outcome of your appeal. You will need to contact your Programme Chairperson to clarify this.

2.18. How can I withdraw an appeal?

If you have submitted an examination appeal and no longer wish for it to be considered by the Examination Appeals Board, you can withdraw it. You must email academicsecretariat@dcu.ie stating your request for your appeal to be withdrawn in advance of the date of the Examination Appeals Board meeting. Dates of the Examination Appeals Board meetings are published on the Academic Calendar webpage. Requests to withdraw an examination appeal will not be facilitated after the date of the meeting of the Examination Appeals Board.

2.19. If I am dissatisfied with the outcome of my appeal can I apply for a rehearing of the appeal?

No, the decisions of the Examination Appeal Board are final and binding. Further representations made to any member of staff of the University will not be entertained.

3. R51 Module Assessment Review

3.1. What is a Module Assessment Review and where can I find details of how to apply?

Full details of the process are outlined in the Module Assessment Review Procedure (P51) which is available on the Examination Appeals section of the website at https://www.dcu.ie/ovpaa/Appeals.shtml.

A Module Assessment Review is a reconsideration of an element of assessment by an independent assessor in instances where a student makes a coherent academic argument that the grade awarded is incorrect.

3.2. Can I apply for a Module Assessment Review for any module?

Due to their nature, there may be modules or parts of modules where a Module Assessment Review is not possible e.g. placements, presentations.

3.3. Can I apply for a Module Assessment Review for multiple modules?

Yes, you can apply for a Module Assessment Review for multiple modules. You must complete and submit a separate R51 application form for each module.

Note that payment needs to be provided for each individual R51 application (please refer to 3.11 for payment link).

3.4. Can I apply for an Module Assessment Review if I have not viewed my script?

No. You must have viewed/discussed your script in order to identify the exact points with which you disagree.

3.5. Can I apply to have my full script/assessment regraded?

To apply for an assessment review you must be able to identify where you believe the assessment has been marked incorrectly and make a coherent academic argument as to why the grade awarded is incorrect.

3.6. My assignment was a group project; can the group apply for a Module Assessment Review?

If the usual criteria for lodging an assessment review are met, the application may be made by the group or an individual within the group.

If a Module Assessment Review is being submitted on behalf of a group, the name(s) and DCU email address(es) of all group members should be included in the supporting statement.

3.7. When will I hear whether any change has been made to the grade awarded?

Due to the nature of the process, it is highly unlikely that a final decision will be received within the examination appeals process timeframe. Hence, students are advised to prepare for and

avail of any resit opportunities pending the outcome of the review.

3.8. Can my grade be decreased?

The module assessment review process can result in either no change, an increase or a decrease to the grade already notified to you.

3.9. If I take the resit exam pending the outcome of a Module Assessment Review, will the resit result be included in computing my overall classification?

In line with Marks and Standards, the mark awarded for the first attempt of any module is included in arriving at your overall classification for the year. Hence, the mark achieved in the resit exam will have no impact on your overall classification regardless of the outcome of the review. On completion of the Module Assessment Review, the final mark awarded for your first attempt at the module, whether it was unchanged, increased or decreased by the review will be used to calculate your final classification.

3.10. What is the process if my assessment has already been double marked?

You should ask your lecturer whether your assessment has already been double marked, if so, the grade as awarded stands and no further action can be taken. In the case of dissertation, ask your lecturer if your dissertation has already been reviewed by an external examiner. If so, the grade as awarded stands and no further action can be taken.

3.11. How much is the Module Assessment Review fee and how can it be paid?

The module assessment review fee is €100 payable per module and it is to be paid online at: https://dcu.sybernetsps.ie/dcupayments/dcu/. Select the category: Module Assessment Review €100

A separate application form must be submitted per module.

3.12. How do I withdraw a Module Assessment Review?

If you have submitted an examination appeal and no longer wish for it to be considered by the Examination Appeals Board, you can withdraw it. You must email academicsecretariat@dcu.ie stating your request for your appeal to be withdrawn in advance of the date of the Examination Appeals Board meeting. Dates of the Examination Appeals Board meetings are published on the Academic Calendar webpage. Requests to withdraw an examination appeal will not be facilitated after the date of the meeting of the Examination Appeals Board.

4. R50 Module Rechecks

4.1. What is a recheck?

A recheck is the administrative process whereby it is confirmed that:

- All elements submitted for assessment were considered and assessed
- The calculation of the marks awarded was correct
- No errors or omissions occurred in the recording, collating or combining of marks
  The correct summary mark was presented to the Progression and Award Board.

A recheck does **not** involve the regrading of exam scripts or continuous assessment.

4.2. Who can request a recheck?

A recheck of a module is only open to students who were unable to avail of the relevant consultation days, following the promulgation of results, for the following reasons:

- Certified illness
- Being abroad during the examination consultation days where no facility for an online consultation was available.

Supporting documentation for both will be required to verify these circumstances.

4.3. I did not avail of consultation days at the end of the semester, can I apply for a recheck?

No, if you were available but chose not to avail of the consultation days you may not apply for a recheck .

4.4. Can I request a recheck of more than one module?

Yes, providing the criteria are met, you may apply for a recheck for more than one module. A separate form must be completed for each recheck.

4.5. I am requesting a recheck of more than one module, what fee is payable?

You must pay an administration fee of €20 for each module for which you request a recheck. It is to be paid online at: https://dcu.sybernetsps.ie/dcupayments/dcu/. Select the category: Module Recheck €20

4.6. How do I withdraw a Module Recheck request?

If you have submitted an examination appeal and no longer wish for it to be considered by the Examination Appeals Board, you can withdraw it. You must email academicsecretariat@dcu.ie stating your request for your appeal to be withdrawn in advance of the date of the Examination Appeals Board meeting. Dates of the Examination Appeals Board meetings are published on the Academic Calendar webpage. Requests to withdraw an examination appeal will not be facilitated after the date of the meeting of the Examination Appeals Board.

5. General

5.1. Can I avail of more than one of the options outlined?

All students are encouraged to avail of consultation days. You may also be eligible to submit one or more of the outlined appeal options above. The flowchart above (page 2) can be consulted as a guide to the three processes.

5.2. If I lodge an examination appeal and apply for a Module Assessment Review for the same module, what fee is payable?

You must pay both the examination appeal fee and the module assessment review fee as outlined in the relevant procedure documents.

5.3. Who can I talk to about my options?

Advice on your examination appeal, module assessment review and module recheck options may be obtained from the: Student Advice Centre, Students' Union, or the Academic Secretariat (academicsecretariat@dcu.ie).

5.4. If my appeal is successful will my fee be refunded?

If your R31 Examination Appeal or your R51 Module Assessment Review is successfully upheld, then you would be entitled to a refund. The sum will be paid back into the same account you used for your payment.

The R50 Module Recheck is non-refundable, except where an error has been discovered.