

RE-MARK APPLICATION FORM

Please note: This form is for use by TU Dublin City Campus Students only

Notes

The current General Assessment Regulations, among other things, make provision for an examination result re-mark procedure. These and other provisions are available to all candidates and those considering appealing a decision of a Progression & Award Board are advised to review the relevant Regulations (see <https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/student-assessment-regulations/general-assessment-regulations/>). Candidates who wish to discuss their examination performance in any assessment [see section 14.1 of Regulations] should contact the School/Department. Each semester Examination Offices publish a calendar of dates for the publication of results and Schools publish dates for the viewing of examination scripts. Viewing of examination scripts and provision of feedback shall normally be scheduled within four days of the publication of results. The Head of School or nominee shall produce the assessed work and demonstrate to the candidate the basis on which the marks were awarded.

A candidate may submit an application for a re-mark by returning this form together with the fee to the Examinations Office (see <https://www.tudublin.ie/for-students/student-services-and-support/examinations/contact-us/>) within five working days of the date scheduled for the viewing of the examination script or within two working days of the submission of the recheck application form. **The re-mark fee is €60 per subject/module.** In the event that a re-mark application is successful the fee will be refunded. Please complete this form in **LEGIBLY** in **BLOCK LETTERS** or in **TYPESCRIPT**.

1. Name: _____
Student Number: _____
Correspondence
address: _____

Telephone Number(s) _____
E-mail: _____

2. College: _____
School/Department: _____
Programme: _____
Year / Stage: _____
Year: 20____ (Sessional / Supplemental) [*delete as appropriate*]

Date scheduled for the viewing of the examination script _____

3. Where a re-mark of examination module(s)/subject(s) is sought please state the module(s)/subject(s) you wish to have re-marked.

Modules/Subjects

_____	_____
_____	_____
_____	_____
_____	_____

4. In relation to the General Data Protection Regulation (GDPR) 2016, the Privacy Notice related to this Re-Mark Application Form is available at: <https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/gdpr/>

I understand that the above personal data being received by Examinations Office staff and provided to the relevant University staff, as outlined in section 14.3 of TU Dublin (City Campus) General Assessment Regulations, found at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/student-assessment-regulations/general-assessment-regulations/>).

I understand that Re-Mark Application forms will be retained on file in electronic and/or paper format in the relevant Examinations and School Offices for 3 months, following which they will be confidentially destroyed.

Signed _____ Date: _____
Candidate

FOR OFFICIAL USE ONLY

Fee received: _____ Receipt Number: _____ Date: _____

Examination Re-mark Application received by Head of School:

Date: _____

Signed: _____
Head of School

To be completed by the Examiner and returned promptly to the Head of School

Examiner(s) Name(s) _____

Contact Telephone No(s): _____

Having examined the script number _____ for examination module/subject _____, there is no change in the result/there is a change in the result [delete as appropriate].

If there is a change in the result please outline the details of the amended result:

Examiner(s) signature(s): _____

Date:
