



APPLICATION FOR RECHECK OR REVIEW OF AN EXAMINATION RESULT

DEFINITIONS

Recheck: the marks awarded for a particular module or part of a module can be the subject of a recheck. A recheck is carried out to ensure that there have been no arithmetical or clerical errors, that the marks awarded are appropriate and that all the marks to which the student is entitled have been included in the final total.

Review: re-consideration of a decision of an Examination Board in the light of additional information provided by the candidate or Registrar in relation to the examination process.

RECHECK

The Institute will endeavour to complete all rechecks within 28 days where recheck requests have been received by the Registrar of the Institute not later than five working days after the examination results have been displayed on the Institute website. This application must be addressed to the Registrar of the Institute and be accompanied by the recheck fee of €30 per subject/module, which in the event of a successful recheck, will be refunded. The Institute cannot guarantee that rechecks requested more than five working days after the examination results have been displayed will be completed before the next examination sitting.

REVIEW

The Institute will endeavour to complete all reviews within 28 days where recheck requests have been received by the Registrar of the Institute not later than five working days after the examination results have been displayed on the Institute website. This application must be addressed to the Registrar of the Institute and be accompanied by the review fee of €50, which in the event of a successful review, will be refunded. The Institute cannot guarantee that reviews requested more than five working days after the examination results have been displayed will be completed before the next examination sitting.

I wish to apply for Recheck or Review (please only tick one)

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|---|--|--------------------|--|
| Candidate's Name | | | |
| Address for correspondence regarding this recheck/review | | | |
| | | | |
| Contact Phone Number | | Examination Number | |
| Course Title/Code: | | Course Year | |
| Element(s) of the examination in which a recheck or review is sought: | | | |

The following section applies only if a Review is being sought

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| Request for reviews must be specified under one or more of the following grounds. Please tick which one(s) apply, and give details, in full, below. | |
| 1) The examination regulations of the Institute have not been properly implemented | <input type="checkbox"/> |
| 2) The regulations do not adequately cover the candidate's case | <input type="checkbox"/> |
| 3) Compassionate circumstances exist which may not have been considered by the Board of Examiners. Normally, such compassionate circumstances must be notified in writing to the Head of School when they occur. | <input type="checkbox"/> |
| Please give <i>specific</i> details of the grounds under which you are seeking a review and provide any other information that you wish to have taken into consideration (additional sheets may be used). | |
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