



Appendix A: The Assessment Recheck/Appeal Form

This form is to be used in respect of all SNMCI Assessment Rechecks/Appeals. Persons involved should also read the Assessment Appeals Policy and Procedure (QA 6.13)

The Assessment Recheck/Appeal form must be submitted to the Examinations Office within 5 working days of receiving the result of the assessment being rechecked/appealed.

I confirm I have read the Procedures for an Appeal of Examination/Assessment Results

Section 1: LEARNER PERSONAL DETAILS

Student Number	
Student Name	
Programme/Stage	
Address for correspondence	
Phone Number	

Section 2: TYPE OF APPEAL (Please tick (✓) as appropriate)

Assessment Recheck

Assessment Appeal

Please clearly identify the Modules(s) and the elements for which the appeal is being made

Section 3: GROUNDS FOR APPEAL (Assessment Appeal Only)

You must specify the grounds on which the appeal is sought. A candidate may appeal against an examination/assessment result on the following grounds only:

Please tick (✓) as appropriate

Material Irregularity in assessment procedures:

1. You believe your performance was adversely affected by an irregularity in how the assessment was conducted. e.g. in written examinations, insufficient/inaccurate information on examination papers or faulty IT equipment.

2. You believe you were adversely affected by an administrative error which has resulted in an incorrect grade being recorded on the student database.

3. You believe due process was not followed and seek verification that your work was assessed in accordance with SNMCI procedures and that the process was fair and consistent.

Appeal on Other Grounds

4. You believe your performance was adversely affected by extenuating circumstances which you were unable or unwilling (for valid reasons) to disclose before the Examination Board reached its decision. For example: personal or medical reasons.

DOCUMENTARY EVIDENCE

Medical or personal nature:

An appeal on medical grounds must be supported by appropriate signed and dated medical certification on headed paper.

An appeal on personal grounds, i.e. relating to personal or psychological problems, must be supported by documentary evidence provided by a recognised professional (e.g. psychologist, counsellor, social worker). Documentary evidence provided must be legible and must be dated and stamped by the relevant professional.

Other extenuating circumstances:

If you are seeking an appeal on the grounds of extenuating circumstances relating to other factors such as the death of a relative or other incident, written evidence must be submitted, for example a death notification or Garda report.

Administrative error or a material irregularity in assessment procedures:

If you are seeking an appeal on the grounds of an administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to your result, you must attach any relevant documentation which supports your case.

STATEMENT IN SUPPORT OF YOUR CASE FOR A REVIEW

Please provide a statement in the space below to support your case for appeal. If necessary, you may attach a separate sheet. This application must contain all information that you wish to have taken into account in the appeal.

LEARNER SIGNATURE:

DATE: