



ASSESSMENT APPEALS OFFICE

Assessment Appeals Student Guide

February 2017

1. What is an Assessment Appeal?

An appeal is a request for a formal review of a decision of an academic body charged with making decisions concerning student assessment, progression or award.

2. What decisions can I appeal?

Decisions that can be appealed under the Assessment appeals policy include:

- An appeal against the result of a module. If you wish to appeal a component of a module you must wait until the final module result is released.
- An appeal against the decision of the Academic Council Committee on Examinations (ACCE) on the award of a Research Masters
- An appeal against decisions on progression in (Transfer Assessment Panel) and award of a doctoral programme

The following is not covered by the Assessment Appeal policy:

- Final degree GPA and degree classification

3. Can I appeal a provisional result?

No, provisional results cannot be appealed. You can only appeal a final result.

4. Who can appeal?

- Registered UCD students
- Students registered to UCD collaborative programmes
- Graduands – students who have completed their degree programme but have not yet graduated

5. Can a group of students appeal?

Appeals can be submitted collectively by a group of students - the appeal will be considered as a single submission and all students involved should be in agreement and evidence for the appeal

6. When can I appeal?

Appeals must be lodged within **20 working days** of the final result of the assessment being released.

7. On what grounds can I appeal?

Assessment appeals will only be considered on the following grounds:

- 1. Procedural irregularity** - where there is evidence of substantive irregularity in the conduct of the assessment process, including where this results in an inappropriate grade assessment

This means that a procedural irregularity has occurred in the conduct of assessment of such a nature as to create a reasonable possibility that a student's result may have been different if it had not occurred.

The following may be considered examples of procedural irregularity:

- Improper conduct of assessment e.g. errors on the examination paper, unclear or misleading assessment instructions, or inappropriate assessment conditions
- Deviation from published module assessment strategy and grading criteria
- University regulations, policies and procedures were not adhered to.

2. Extenuating circumstances:

- i) There were extenuating circumstances of which the Programme Board was aware but had rejected, because the application was late and the Programme Board did not consider the reason why the application was late to be valid
- ii) A prior circumstance emerged of which the Programme Board was not aware

Implicit in these, is that a student is required to lodge their extenuating circumstances with their respective Programme Office (undergraduate students) or School (graduate students) in the first instance.

Students are recommended to familiarise themselves with UCD's [Policy on Extenuating Circumstances](#).

8. How do I lodge an appeal?

1. **Read** the UCD [Assessment Appeals Policy](#)
2. **Complete** the Assessment Appeals Form available at www.ucd.ie/appeals
3. **Set out the reasons for your appeal** in a typed statement addressed to the Assessment Appeals Committee.
4. **Pay** the assessment appeal fee (€75 per module*) by credit card, European bank draft/cheque or a postal order.
5. **Send/Email** your completed application to:

UCD Assessment Appeals Office

B105B Newman Building

University College Dublin

Belfield

Dublin 4, Ireland

Assessment.appeals@ucd.ie