



University College Dublin

ASSESSMENT APPEAL FORM – UNDERGRADUATE AND GRADUATE TAUGHT PROGRAMMES

Separate application to be completed for each module

BEFORE COMPLETING THIS FORM, PLEASE READ UCD'S ASSESSMENT APPEAL POLICY

PLEASE COMPLETE ALL SECTIONS

Please note:

- UCD's Assessment Appeal Policy applies to all **registered students**, including students registered to collaborative programmes, and **graduands**. Ordinarily, students who have graduated cannot appeal their results.
- Appeals should be submitted to UCD's Assessment Appeals Office within **20 working days** of receiving the **final results of an assessment**. Students cannot appeal a provisional result.
- The appeal submission **should include all evidence** to be presented to the Assessment Appeals Committee in support of the appeal.
- The Assessment Appeals Committee will determine whether or not fair procedures were followed in the assessment process and whether or not a fair outcome was reached in the circumstances pertaining to a student. It is not the function of the Committee to reassess a student's work.

Please also note that:

- i) A student must pay an **assessment appeal fee of €75**. This fee will be refunded, with any incurred resit or repeat fee, if the appeal is upheld.
- ii) A student **can withdraw from the appeals process** at any point before the final decision of the Assessment Appeals Committee.
- iii) If a result that contributes to the calculation of a final degree classification is appealed, **a student's graduation will be postponed pending the outcome of the appeal**.

An appeal **submission will be deemed invalid** and returned to the student if it:

- i) Does not fall within the scope (section 3 of UCD's Assessment Appeals Policy).
- ii) Clearly does not meet any of the stated grounds for appeal.
- iii) Does not provide necessary evidence to support the appeal.
- iv) Is not submitted within the given timeframe.

SECTION 1: STUDENT CONTACT DETAILS

Name:

UCD Student Number:

Postal Address for
correspondence:

E-mail Address for
correspondence:

Phone Number:



University College Dublin

ASSESSMENT APPEAL FORM – UNDERGRADUATE AND GRADUATE TAUGHT PROGRAMMES

Separate application to be completed for each module

BEFORE COMPLETING THIS FORM, PLEASE READ UCD'S ASSESSMENT APPEAL POLICY

PLEASE COMPLETE ALL SECTIONS

SECTION 2: MODULE DETAILS

Programme of Study: (E.g. BE (Chem), BA, MB BCh BAO)			
Stage: (E.g. Stage 1, Stage 2, etc.):			
Assessment Period: (E.g. Semester 2, 2016/17)			
Module Name:			
Module Code:		Grade:	
Is this a repeat attempt?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you a final year student?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please state your conferring date.	Conferring Date	
Date of Assessment results / Date of Appeal Application:	Date Assessment result available	Date of application of appeal	
After the results were released did you receive feedback from your Module Coordinator on your assessment?	YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why not?		
Date of feedback meeting with Module Co-ordinator/Examiner and/or script viewing	Date script was viewed	Date of meeting with module coordinator	
		Name of Module Coordinator _____	
Date Extenuating Circumstances (EC) Form was submitted to Programme Office AND Decision	Date EC form was submitted to programme office	Programme Board Decision	



University College Dublin

ASSESSMENT APPEAL FORM – UNDERGRADUATE AND GRADUATE TAUGHT PROGRAMMES

Separate application to be completed for each module

BEFORE COMPLETING THIS FORM, PLEASE READ UCD'S ASSESSMENT APPEAL POLICY

PLEASE COMPLETE ALL SECTIONS

SECTION 3: ASSESSMENT APPEAL

Grounds for Appeal

You must state your grounds for appeal by ticking the following box(es) where applicable

A. Procedural irregularity – There is evidence of substantive irregularity in the conduct of the assessment process, including where this results in an inappropriate grade assessment.

☐

B. 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.

☐

B. Extenuating Circumstances

ii. A prior circumstance emerged of which the Programme Board was not aware.

☐

Please note that appeals that do not meet any of the above grounds will not be accepted. Students cannot appeal simply because they are unhappy with a mark awarded of other academic judgement exercised. (Section 3.4 of UCD's Assessment Appeals Policy)

CASE DETAILS - Reasons for lodging an appeal

Please set out the main reasons for submitting your assessment appeal with direct reference to each of the grounds on which your appeal is based. Please be as concise as possible and only refer to relevant information. Your reasons will be treated as the definitive statement of your grounds for appeal so you should make sure that you include all information and supporting evidence that you wish to be considered. You cannot submit further evidence at a late stage, unless requested by the Assessment Appeals Committee.

(If this space is not sufficient, you may include an additional page(s))



University College Dublin

ASSESSMENT APPEAL FORM – UNDERGRADUATE AND GRADUATE TAUGHT PROGRAMMES

Separate application to be completed for each module

BEFORE COMPLETING THIS FORM, PLEASE READ UCD'S ASSESSMENT APPEAL POLICY

PLEASE COMPLETE ALL SECTIONS

SUPPORTING DOCUMENTATION

(e.g. medical certificates, Counsellor's letter, crime report etc.)

Please list the supporting documentation that you are submitting as part of your appeal.

SECTION 4: DECLARATION AND AUTHORISATION

I confirm that the information provided in this application is true, accurate and correct. I also confirm that I consent to having my personal data processed by such University staff as may be necessary for the consideration of my assessment appeal. ☐

I confirm that I have included all relevant information relating to my appeal including supporting documentation. ☐

I confirm that I have read and understand UCD's Assessment Appeals Policy and understand the circumstances in which an appeal will not be considered by the University. ☐

I authorise the Assessment Appeals Office, UCD to verify the authenticity of all certificates, including medical certificates, letters of support associated with this application. ☐

SIGNATURE:

If you are unable to submit an image of your signature, please type your name. The University will consider the receipt of this form electronically, direct from you, as being equivalent to a signature.

DATE :



University College Dublin

ASSESSMENT APPEAL FORM – UNDERGRADUATE AND GRADUATE TAUGHT PROGRAMMES

Separate application to be completed for each module

BEFORE COMPLETING THIS FORM, PLEASE READ UCD's ASSESSMENT APPEAL POLICY

PLEASE COMPLETE ALL SECTIONS

SECTION 5: SUBMISSION OF ASSESSMENT APPEAL

ELECTRONIC SUBMISSION:

The completed form and all relevant supporting evidence should be submitted to the Assessment Appeals Office in electronic format to assessment.appeals@ucd.ie

Before submitting please save with filename: APPEAL_ModuleCode_StudentNumber

HARD COPY SUBMISSION:

If you wish to submit the form in hard copy please submit to:

UCD Assessment Appeals Office

Room B105b, Newman Building, UCD Belfield, Dublin 4

PAYMENT OF ASSESSMENT APPEAL FEE:

The assessment appeal fee of €75 can be paid by credit card via

https://sisweb.ucd.ie/usis/W_CR_DISPLAY.P_WEB_PAYMENT?p_linked=Y&p_rsrc_code=FIN162

Alternatively, you can pay by Irish Bank Draft, Postal Order or Cheque

OFFICE USE ONLY

Completed Application Form	
Within Scope	
Valid Grounds for Appeal	
Supporting Evidence	
€75 assessment appeal fee	

DATE RECEIVED BY ASSESSMENT APPEALS OFFICE

