

**Ollscoil Mhá Nuad
Maynooth University**

Form No RE2. Version 12: 31st August 2023

**Examination Result Recheck Request**

***Please read this form carefully, complete and return it to***

***Registrar@mu.ie***

1. Before submitting this form, you should contact your Department to discuss the matter and, where possible, you should view your script.
2. This form **must be submitted within two weeks** from the date of publication of examination results, or in exceptional circumstances, within such extended period as allowed by the President of the University.
3. There is a **€25 per subject fee** (not per module) for the rechecking of an examination result. Payment can be made online via the [MU Shop](https://shop.nuim.ie/index.php?app=ecom&ns=prodshow&ref=5000005_exam_recheck) and please note that payment must be received prior to the recheck request being processed.

To request a recheck, complete this form and send by email to the Office of Vice-President Academic, Registrar and Deputy President at Registrar@mu.ie

**The formal check shall ensure that all parts of the examination have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result. Please note that a recheck does not involve a re-assessment of the work, or alter any academic judgement made in assessment.**

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| --- | --- | --- | --- |
| **Student number** |  | **MU email** |  |
| **First name** |  | **Surname** |  |
| **Address** |
| **Programme** (e.g. Arts) |  | **Year of study**(e.g. 1st year)  |  |
| **Subject(s) to be checked –** please list below: | **Module(s) to checked –** please list below: |
|  |  |

**SIGNATURE: ……………………………………………..….. DATE: ……………………………**