

Exam Discussion, Rechecking & Appeals

Discussion of Exam Results
 (Each dept/school makes provision to allow students to discuss results within 10 days of publication of results*)

Student wishes to recheck result

Form RE2 to Office of the Registrar
 (within 2 weeks of publication of results*)

Registrar contacts relevant Head of Dept who arranges recheck**

HOD or nominee communicates outcome to Registrar. If marks are to be amended, HOD also notifies Exam Office via post-board amendment process.

Student wishes to appeal exam result

University Registrar
 (In writing within 3 weeks of publication of results*, Exam Appeal form & statement)

Examination Appeals Board
 (Head of relevant Dept also informed)
 (Decision of Exam Appeals Board is final)

An appeal may not necessarily be successful
 Students should avail of opportunity to re-present for examination
 (will not prejudice their appeal)

Notes
 *Publication of official results only (June, August etc.)
 **Recheck ensures all parts of exam have been marked and no errors occurred in recording, collating or combining of marks only, not re-assessment of the work
 For more information please visit: Examinations Office | Maynooth University

Grounds for Appeal
 -Evidence of substantive irregularity in the conduct of the examination
 -If there are circumstances which the programme examination board was not aware of when its decision was taken (must outline steps to notify department concerned of the circumstances relevant and any response to this notification or explain why no steps taken)