



V6: April 2019

Examination Appeal Form

Please read this form carefully, complete it and return it with your appeal statement

Name: _____

Address: _____

Phone no.: _____ **E-mail address:** _____

Student Number: _____

Course: _____ **Year of Course:** _____
(e.g. BA, BSc, MSc) (e.g. 1st year, 2nd year, etc.)

Examination date: _____
(e.g. Summer 2019, Autumn 2019)

Subject(s) Appealed: _____

Module Code(s): _____	Module Name(s): _____
_____	_____
_____	_____
_____	_____

Date of Application: _____ **Signature:** _____

Grounds for Appeal

An appeal of an examination result shall be considered:

- (a) if there is evidence of substantive irregularity in the conduct of the examination;
- (b) if there are circumstances which the Programme Examination Board was not aware of when its decision was taken.

Please tick below to indicate which of the above grounds you are relying on for your appeal. (You may tick more than one space)

(a) _____ (b) _____

Continued.../

You must set out the reasons for your appeal in a statement addressed to the Registrar. Please note the following requirements which are stated in the Procedures for Appeal of Examination Results as published on the Registrar's webpage.

- Students who are appealing under ground (b) must outline the steps taken to notify the Department concerned of the circumstances relevant to their appeal, and the response to any such notification. If no steps were taken in this regard, please explain why this was the case.

That statement, together with this completed form and a bank draft or cheque made out to *Maynooth University* for the sum of €60 per subject appealed (irrespective of the number of modules), must be enclosed in an envelope, and sent to:

Professor Aidan Mulkeen
Vice-President Academic, Registrar & Deputy President
Room 33, Humanity House
Maynooth University
Maynooth
Co. Kildare

Please note:

- (1) Copies of any written material you provide, including this form, will be made available to the Examination Appeals Board and may be made available to the relevant Heads of Department during the course of the appeal proceedings.
- (2) Where medical evidence is being relied upon, appropriate certification by a Medical Practitioner should be attached.
- (3) It is the responsibility of the student to submit the necessary information and evidence to the Examinations Appeals Board. A student cannot submit further evidence at a later stage, unless requested to do so by the Examination Appeals Board.
- (4) Disciplinary actions may be taken against a student who submits false material as part of his/her appeal.
- (5) Students cannot appeal simply because they are dissatisfied with a mark awarded.
- (6) A submission can be rejected if the submission:
 - Does not meet any of the grounds for appeal
 - Does not provide necessary evidence to support the appeal
 - Is not submitted within the timeframe
- (7) The decision of the Examination Appeals Board is final.