



Examination Result Recheck Request

- (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** for the rechecking of an examination result. Payment can be made by cheque or bank draft made out to Maynooth University

To request a recheck, complete this form and send to the Registrar’s Office, Room 33, Humanity House, Maynooth University.

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. 1 st year) | |
| Subject(s) to be checked – please list below: | | Module(s) to checked – please list below: | |
| | | | |

SIGNATURE:

DATE: