



# St. Patrick's College, Thurles

## APPLICATION FORM FOR RECHECK/APEAL OF EXAMINATION RESULTS

A **Recheck** of examination results means the administrative operation of checking the recording and the addition of marks to ensure that there are no errors.

An **Appeal** means the re-consideration in detail, of all or part, of the existing examination material where feasible by the Internal and External Examiners. The grounds for an appeal must be specified under one of the following three headings:

- (i) The examination regulations of St. Patrick's College have not been properly implemented. (e.g. perceived defect in the administration of the examination process; any verifiable defect or inequity in the assessment of the prescribed curriculum in accordance with the criteria approved and ratified by the College.)
- (ii) The regulations do not adequately cover the student's case.
- (iii) Compassionate circumstances related to the candidate's examination situation were made known to the college by the candidate prior to or during the course of the examination concerned of which the Board of Examiners were unaware.

Please complete this form in **BLOCK LETTERS** or in **TYPESCRIPT**. The form must be lodged in the Registrar's Office within 5 working days of the date for the opportunity to review examination results. The appropriate fee must accompany the form - (€30 per module for a recheck. €75.00 for an appeal). **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.**

2. This form should be completed in conjunction with the Recheck/Appeal of Examination Results Procedure – available on the College website: [www.stpats.ie](http://www.stpats.ie)



Student Number: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Tel. No: \_\_\_\_\_

Mobile: \_\_\_\_\_

(Tick as appropriate)

I wish to have my examination results rechecked.

I wish to appeal the results of my examination.

Title of the Programme:

\_\_\_\_\_

Year of Programme (Year 1, 2, 3 or 4): \_\_\_\_\_

Indicate the module /element for which you are requesting an appeal /recheck

Title(s) of module(s) or examination paper(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## GROUNDS FOR APPEAL

Indicate the grounds upon which the appeal is made (tick one or more of the boxes as appropriate)

- 1.1  The examination regulations of the College have not been properly implemented. (e.g. perceived defect in the administration of the examination process; any verifiable defect or inequity in the assessment of the prescribed curriculum in accordance with the criteria approved and ratified by the College.)
- 1.2  The regulations do not adequately cover the Student's case.
- 1.3  Compassionate circumstances related to the candidate's examination situation were made known to the college by the candidate prior or during the course of the examination concerned of which the Board of Examiners were unaware.

**REQUEST FOR APPEAL** – Please write clearly indicating your reason for this application. Please note that you must have valid grounds for an appeal– (see Grounds for Appeal above). This submission must identify the element or elements of the examination for which the appeal is being sought. It must also specify the grounds on which the appeal is sought and must contain all information, which the Student requires to have taken into account in the appeal. Letters of certification of circumstances must be included with your application (e.g. medical certificates, death notice, etc.). (Use additional pages if necessary.)

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Please refer to the Recheck/Appeal of Examination Results Procedure on the College website [www.stpats.ie](http://www.stpats.ie)

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**For Official Use Only**

Students Name: \_\_\_\_\_

Programme: \_\_\_\_\_

Year of Programme: \_\_\_\_\_

Fee Received: € \_\_\_\_\_

Appeal Decision:

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**Registrar**

\_\_\_\_\_

**Date**