



UNIVERSITY COLLEGE CORK

APPEAL AGAINST EXAMINATION RESULT

Please Print when completing this form.

Please note: Appeals cannot be made against the provisional results of Semester 1 examinations. Appeals of all examinations completed in Semester 1 and Semester 2 can be lodged after the official notification of examination results in May/June, following the completion of Semester 2 examinations.

Name: _____ Student No.: _____

Examination number: _____ Phone No: _____

Mobile phone No: _____

E-mail: _____

NB: Please note the UCC student email address will be used for formal communications, as per UCC policy. If you supply a second address we will also copy information to that address.

The outcome of the appeal will be sent by email as soon as possible after the decision is made and subsequently by post.

Address to which correspondence may be sent:

Title of Degree Programme: _____

Year of Programme: Faculty/College: _____
(e.g. First Arts, Second Engineering, Third Law)

Examination period for which appeal is made: _____
(Spring/Summer/Autumn/Winter)

Modules (to be appealed): _____

Students should be aware that appealing an examination result is a serious matter, not to be undertaken lightly. **Students should note that appeal of an examination result does not involve reassessment of the examination paper(s) or other submitted material.**

Pending the outcome of an appeal, which may not necessarily be upheld, **students should avail themselves of any opportunity to re-present for examination**, on the understanding that the resitting of an examination will not prejudice an appeal in any way.

Students are advised to consult the *Procedures for Formal Checking and Appeal of Examination Results* available at <http://www.ucc.ie/en/exams/procedures-regulations/appeals/> **Students are also strongly advised to contact the Examinations Appeals Officer**, Mr. Daniel Blackshields, UCC: Telephone Number: 087 1806664 or e-mail: d.blackshields@ucc.ie. The Examinations Appeals Officer can advise students on the appeals process and acts as a liaison between students, departments/schools and the Examinations Appeals Committee, but is not a member of that committee and does not participate in its decision.

GROUNDS FOR APPEAL

An appeal of an examination result will be considered on the following grounds only.

Please tick below the grounds on which the appeal is being made:

- A)** If there is evidence of substantive irregularity in the conduct of an examination.

Or,

- B)** If the student, on stated grounds, considers that the mark assigned in an examination is erroneous (**Students' contention that they ought to have done better cannot ground a claim under this head**). Before considering an appeal under (B) students are recommended in the first instance to view their relevant examination scripts and to consult Section 17.1 of *Guide to Examinations for Students and Academic Staff* on rechecks of examination results.

Or,

- C)** If there were circumstances of which the Examination Board was not aware when its decision was taken.

NOTES:

1. You must state the basis for the appeal on the grounds you have indicated, in the space provided below. Additional sheets may be added if necessary.
2. The appeal must be made strictly in terms of the grounds set above.
3. Students are strongly advised to attach documentary evidence, as appropriate, to support their appeal. Please note information supplied will be held in strictest confidence – see notes on examination appeals procedures in Annex 1 below.
4. Students making an appeal under C (above) are required to give reasons why the circumstances in question were not brought to the attention of the examination board.

Annex 1

Examination Appeals Process

Appeal Procedures

1. A Student who wishes to appeal an examination result must do so in writing to the Student Records and Examinations Office, setting out in full the grounds for the appeal. An application form should be completed and submitted with supporting documentation within **TWO WEEKS** of the date of issue of programme year (Semester 1 and Semester 2) examination results. (In exceptional circumstances the Examination Appeals Committee, at its sole discretion, may waive the two week deadline for submission of an appeal).
NB: students wishing to appeal an examination taken in Semester 1 can only do so in May/June after Semester 2 examinations have been taken and the official results notified to students.
2. Applications forms for this purpose are available from the Student Records and Examinations Office here: <http://www.ucc.ie/en/exams/procedures-regulations/>
3. A fee of €70 is required for an appeal. This fee should be lodged in the Student Records and Examinations Office, West Wing, UCC. The fee is refundable if the appeal is upheld. The value of the fee may be varied following approval by Academic Board.
4. Upon receipt of a written appeal, the Student Records and Examinations Officer will refer the matter to the Examination Appeals Officer c/o President's Office, UCC. The President's Office will handle all communications with the student and Schools/Departments and the Examination Appeals Committee. Together with the appeal itself the Student Records and Examinations Officer sends a copy of the current and previous year's academic transcript for the student making the appeal.
5. A copy of the appeal will be sent by the Examination Appeals Officer to each relevant Head of School/Department or his/her nominee, who will arrange to have the relevant marks rechecked and, within one week, provide to the Examination Appeals Officer written responses on the issues raised in the appeal. The Head of School/Department is requested to consult with relevant staff within the School/Department in drafting the response. If the School/Department chooses not to respond it will be deemed to accept the case made by the student.
6. The Examination Appeals Officer may also, as appropriate, send a copy of the appeal to the heads of relevant administrative offices, such as the Student Records and Examinations Office and the Disability Support Service, who will provide a written response to the issues raised in the appeal within one week.
7. The Examination Appeals Officer will make available to the appellant and the relevant Head(s) of School/Department copies of all correspondence relating to the appeal. The appellant is provided with an opportunity to comment on the reply from the School/Department. The appellant will be given one week to make any further response, unless he/she indicates no further response will be made.
Note: if a student chooses to reply to the School's/Department's commentary, this may delay consideration of the appeal by the Examination Appeals Committee.

8. Pending the outcome of an appeal, which may not necessarily be upheld, students should avail themselves of any opportunity to re-present for examination, on the understanding that the re-sitting of an examination will not prejudice an appeal in any way.
9. **Examination Appeals Committee** The Examination Appeals Committee consists of twelve members, appointed by the Academic Council, of whom at least four are external members, normally practising lawyers, and with provision for a rolling membership. In addition the President appoints a member of Academic Council to act as Chair of the Committee. The term of office of the Committee shall be four years and the Committee may regulate its own procedures. A minimum of four members, of whom at least one is an external member, are involved in deciding each appeal. In the absence of the Chair of the Committee, those members of the Committee present at the meeting shall select one of their members to chair the meeting. The Examination Appeals Officer acts as Secretary to the Committee, but is not a member of the Committee and does not participate in the decision-making.
10. The Registrar and Senior Vice President Academic is not a member of the Examination Appeals Committee. The Examination Appeals Officer acts as a liaison between students, Schools/Departments and the Examination Appeals Committee but is not a member of the Committee. The Examination Appeals Committee, in accordance with the principles of natural justice, considers the documentary evidence presented to it in each case, consults with Internal Examiner(s) and may, if deemed necessary, consult with the External Examiner(s) or any other appropriate person. The Examination Appeals Committee may, if deemed necessary, also seek additional information or documentation from Head(s) of School/Department, appellants or others.
11. The Examination Appeals Committee determines the appeal by giving a decision. The Examination Appeals Officer, acting on behalf of the Committee, informs the appellant and the relevant School/Department, in writing (by email and by post), of the outcome of the appeal. The Examination Appeals Officer also informs the Academic Council of the outcome of the appeal. The Examination Appeals Officer communicates the decision to the Student Records and Examinations Officer, who, if a change in the result is recommended, makes the necessary arrangements to have the result amended.
12. The decision of the Examination Appeals Committee is final.