

# UNIVERSITY COLLEGE CORK

# REQUEST FOR RE-CHECK OF EXAMINATION RESULTS

*Please type your answers beside each question below.*

*Please email this completed form to* *sreo@ucc.ie*

*Please note: Re-checks cannot be made against the provisional results of Semester 1 examinations. Re-checks 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**: Click or tap here to enter text.

**Student ID number**: Click or tap here to enter text.

**Examination number**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**E-mail address**: Click or tap here to enter text.

*NB: Your UCC student email address will be used for formal communications, as per UCC policy. The outcome of the re-check will be sent by email as soon as possible after a decision is made.*

**Title of Degree Programme**: Click or tap here to enter text.

**Year of Programme** *(e.g. first, second, third)*: Click or tap here to enter text.

**School/College** *(e.g. Arts, Engineering, Law)*: Click or tap here to enter text.

**Examination period for which re-checking is requested**: Choose an item.

Students should note that the re-check procedure, which involves confirmation by a second Internal Examiner, ensures that all elements submitted for assessment were considered and assessed and that no errors occurred in the **recording, collating, or combining of marks**.  The re-check also confirms that the summary mark, as presented to the University Examination Board, was correct.

**The re-check does not involve reassessment of the examination paper(s) or other submitted material.**

**Examination Result(s) for which re-checking is requested**

|  |  |
| --- | --- |
| Module / Subject / Unit | Department |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

The re-check application fee is **€30 per module**, which will be refunded if there is a change of mark as a consequence of the re-check.

***Please enter your credit/debit card details in the boxes provided below***.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Debit/Credit Card Number**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Expiry Date:**

|  |  |
| --- | --- |
|  **Month**  | **Year**  |
|  |  |

**By submitting this re-check application form, you authorise UCC to debit €30 from the credit/debit card above.**

**Date of Application:** Click or tap to enter a date.

This completed form should be returned to sreo@ucc.ie within **TWO WEEKS** of the issuing of the examination results.

**REGULATIONS GOVERNING RE-CHECK OF EXAMINATION RESULTS**

1. The re-check procedure, which involves confirmation by a second Internal Examiner, ensures that all elements submitted for assessment were considered and assessed and that no errors occurred in the **recording, collating, or combining of marks**.  The re-check also confirms that the summary mark, as presented to the University Examination Board, was correct.

1. **The re-check does not involve reassessment of the examination paper(s) or other submitted material.**

1. Students may formally request that the Deputy President and Registrar or their Nominee arrange a re-check of their examination results after the end-of-year Examination Board. The request must be made within two weeks of the date of issue of finalised results of the University examination board and issuance of these examination results to students. It must be submitted in writing. Application forms for this purpose are available from the SREO ([https://www.ucc.ie/en/exams/procedures-regulations/](http://www.ucc.ie/en/exams/procedures-regulations/)).
2. The SREO communicates each request for a re-check to the relevant Head of School/Department or his/her nominee, who arranges to have the relevant marks re-checked as expeditiously as practicable. The formal re-check has recourse to the original examination script and such other available assessment materials as may be relevant.
3. A fee of **€30 per module** is required for a re-check.  This fee should be lodged in the SREO.  The fee is refundable if, as a consequence of the re-check, there is a change in the mark awarded in any module.
4. The outcome of the re-checking of the examination result will be communicated in writing by the Head School/Department or nominee, to the SREO who will, if a change in the mark is recommended, make the necessary arrangements to have the mark amended, and inform the student without delay.
5. If a re-check adversely affects the student’s overall award for the examinations in question, this will be referred to a meeting of the Academic Board for decision and the student will be informed accordingly.