

EXAMINATION APPEALS

The following procedures apply:

1. Checking of Examination Results
2. Appeal of Examination Results

To Initiate Procedures, Students should contact:

Appropriate Faculty Office, where he/she will be asked:

1. **Is it a CHECK?**

The **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.

If appropriate, an Application Form ([ECH/01](#)) will be provided.

2. **Is it an APPEAL?**

The Grounds for **APPEAL** are

- a) If there is evidence of substantive irregularity in the conduct of the examination,
- b) If the student claims on stated grounds that the mark awarded was incorrect,
- c) If there are circumstances, which the Examinations Board was not aware of when its decision was taken.

Procedures Defined

Student Decides to seek a Check or to Appeal

CHECK: He/She submits the completed form ([ECH/01](#)) with fee of €25 per subject checked to the Examinations Office. The Examinations Office processes the application.

APPEAL: He/She submits completed Form ([EAC/01](#)), together with Appeal statement and Appeal Fee of €60 per subject appealed, to the Examinations Office.

