Assessment appeal application form

A separate application must be completed for each appeal

BEFORE COMPLETING THIS FORM, PLEASE ENSURE THAT YOU HAVE READ THE GUIDELINES FOR APPLICANTS. PLEASE COMPLETE ALL SECTIONS.

Section 1: applicants information - read below for further information		
Name		
UCD/IOB membership Number		
e-mail address for correspondence		
Phone number		
Section 2: module details - read below for further information		
Course/Programme (MSc Banking, Bachelor of Financial Services)		
Stage (Undergraduate Programmes only)		
Year		
Assessment Period (eg. Semester 1, 2024/25)		
Module title		
Module code		
Indicate if repeat attempt		
Appeal Grounds (Please tick as appropriate)	A – Irregularity	☐
	B – Extenuating Circumstances (see notes relating to (i) and (ii) below)	(i) ☐
		(ii) ☐
Date of Appeal Application	Date of Appeal Application --/--/----	

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Dates of script viewing AND communication/meeting with module coordinator /examiner	Date of Script Viewing/Feedback obtained --/--/----	Date of meeting/communication with Module Coordinator / Programme Manager --/--/----
Date Extenuating Circumstances Form (EC) was submitted to IOB and Decision	Date EC form submitted to IOB --/--/----	

Section 3: declaration and authorisation -

All information provided in this application is true and correct

I understand that should any of the particulars furnished in this application be found to be false or inaccurate in a material particular, action will be taken to with withdraw my appeal and disciplinary action may be initiated. I also authorise the **Assessment Appeals Officer** in IOB to verify the authenticity of all certificates, including medical certificates, letters of recommendation associated with this application and have provided contact details of medical practitioners for verification purposes.

PRINT NAME _____	SIGNATURE	_____	DATE:

Incomplete appeal application will be returned

Please ensure you have enclosed the following:

Please tick

i. Statement/Letter of Appeal ☐

ii. Original Medical /Death Certificate(s) (if applicable) ☐

iii. Fee (€75 per module) ☐

FOR OFFICE USE ONLY

Grounds for Appeal

An appeal of an assessment result shall only be considered on the following grounds:

Irregularity:

There is evidence of substantive irregularity in the conduct of the assessment process.

Extenuating Circumstances:

- There were extenuating circumstances of which the Dean was aware but had rejected because the application was late and the Dean did not consider the reason as to why the application was late to be valid.
- The Programme Examination Board did not appreciate the seriousness of the extenuating circumstances.

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Please note that the appeals process must be initiated within 20 days of the final result of the assessment being made available to you on the web or otherwise section

GUIDELINES FOR APPLICANTS

Lodging an Appeal:

You must set out the reasons for your appeal in a TYPED statement (hand written statements will not be accepted) addressed to the **Assessment Appeals Officer**. Please go to iob.ie/exams for further information about the assessment appeals process.

That statement, together with a completed application form, must be sent to: The **Assessment Appeals Officer** at info@iob.ie

Upon receipt of the appeals application, we will contact you for payment of the fees (the sum of €75 per module appealed) .

Please note we only accept card payments

Credit Card/Debit Card

• By phone once application is approved.

Cheque/Draft

• We no longer accept Cheque/Drafts.

Cash

• DO NOT SEND CASH

Section 1

Please complete all sections. Please inform the info@iob.ie if your contact details change.

Section 2

Please complete all sections.

If you are unsure of Modules Codes/Stage, please contact your Programme Manager education@iob.ie

Section 3

Please note that the **Assessment Appeals Officer** in IOB may contact Medical Practitioners for verification purposes.

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Additional information:

- Copies of any written material you provide, including this form, will be made available to the assessors during the course of the appeal proceedings.
- A separate form must be filled out for each module appealed.
- Individual copies of supporting documentation must accompany each module appealed.
- The Committee reserves the right to ask you to provide further medical certification / evidence if necessary or request any further information that they require.

IOB Assessment Appeals Summary Form

PLEASE COMPLETE THIS PART OF THE FORM.

Appealing under Ground A - Irregularity

There is evidence of substantive irregularity in the conduct of the assessment process	
1	Summarise the nature of the alleged substantive irregularity (20 words max.) E.g. substantive irregularity might be that the examination paper was illegible or contained errors.
2	After the results were released did you contact the Programme Manager in order to check if all parts of your assessment were accounted for correctly? *(NB this is a recheck to see if everything has been accounted for and that it has all been added up correctly. It is not an appeal and it is not a substitute for meeting your module coordinator after the results finalised.)* YES ☐ Proceed to Q3 NO ☐ Proceed to Q4
3	On what date did you contact IOB? _____ Whom did you contact? _____ How did you contact her/him? (i.e.; Meeting, telephone call, email) _____ What is her/his role? (i.e.; Module co-ordinator, Administrator, Student Advisor etc.) _____ Were all parts of your assessment accounted for? YES ☐ NO ☐

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4	After the results were released, you did not make contact with IOB to check if your assessment had been accounted for correctly. Why not? *(20 words max)*
5	After the results were released, did you see your assessment scripts, materials or thesis? YES ☐ NO ☐
6	After the results were released, did you meet with your module co-ordinator/ examiner and have your grade explained to you? YES ☐ NO ☐ roceed to Q.7
7	You did not meet with your module co-ordinator/examiner. Why not? (30 words max)
Student Number _____ Name (Print) _____	

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Appealing under Ground B - Extenuating Circumstances

- **Part (i)** There were extenuating circumstances of which the Dean was aware but had rejected because the application was late and the Dean did not consider the reason as to why the application was late to be valid.
- **Part (ii)** The programme examination board (PEB) did not appreciate the seriousness of the extenuating circumstances.

1	What was the outcome of the decision made by the Dean or the PEB in relation to your extenuating circumstances? ***(Your Module Co-ordinator and/or Programme Manager will have this information and you have to obtain it.)*** _ My grade was changed (Original grade? ___ Changed to? ___) _ I was awarded an Extenuating Circumstance (IX)? _ I was awarded a Withdrawal (WX)? _ My grade remained unchanged?
	If Appealing under Part (i), Answer Q2 & Q3. **If Appealing under Part (ii), Proceed to Q4.**
2	In the case of Part (i), you submitted your extenuating circumstances form after the deadline. Why? (*Summarise - 30 words max*)
3	In the case of Part (i), what is the serious and unforeseen nature of your extenuating circumstance that affected your performance in the assessment? *(Summarise - 30 words max)*
	OR
4	In the case of Part (ii), you submitted your extenuating circumstances form on time. What is the serious and unforeseen nature of your extenuating circumstances that affected your performance in the assessment? *(Summarise - 30 words max)*

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Please carefully read our Data Protection guidelines set out by the Data Protection Notice and Policy

PRINT NAME _____	SIGNATURE	_____	DATE:

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