

Review/Appeal of Grade(s) Application Form

Reference Procedure: EXAM 040: SOLAS Craft Apprentice Exam Procedures

Pre-Requisite for a Review or Appeal Application

1. **Stage 1**, Consultation and recheck must be complete. If you are unable to get feedback from your internal examiner/lecturer, you must include documentation outlining your attempts to get feedback e.g. email correspondence.
2. A review will **NOT** be completed if the grade has already been double marked by a second internal examiner or
3. A review or appeal can only be requested after the release of final examination results, a review or appeal is not completed on a provisional grade.
4. Grounds for **Stage 2- Review** (Section 4.5.3) or Circumstances for appeal **Stage 3-Appeal** (section 4.5.5) are identified and supported by appropriate documentation where relevant.

Fee for Review or Appeal

The fee will be added to the student account after the outcome of the Review or Appeal has been communicated to the student. (Section 4.5.8)

Failed Module

N/B Where the request for a review or an appeal involves a failed module(s), the candidate is advised to apply to re-sit the module(s) through the ATU examination office pending the outcome of the review or appeal.

Submit to:	Return this form to with attachments to appealresults.sligo@atu.ie
Deadline	Complete documentation within deadline as per Academic calendar
NOTE: This document will be shared with the department HOD, relevant internal examiners, Quality office, Appeal board or Examinations board where relevant.	

Section 1: Student and Module details for Appeal or Review

(Select ✓one Review OR Appeal) Do not complete both.

Stage 2- Review:	<input type="checkbox"/>	Stage 3- Appeal:	<input type="checkbox"/>
Student Name:	<i>John Smith</i>	ATU Student ID:	<i>S00123456</i>
Programme Code /Phase:	<i>SG_EELEC_T_A4</i>	Trade	<i>Electrical</i>
Module Code	Lecturer Name	Grade	
<i>T2</i>	<i>Jane Doe</i>	<i>47</i>	

Section 2: Complete for Stage 2- Review

I am dissatisfied with outcome of Stage 1 - Consultation and Recheck of my results in the module(s) set out above because:		
Ground for Review	Tick as appropriate	Provide a clear statement and evidence to support this case
1. The evaluation of assessed material was erroneous and did not comply with the approved or provided grading criteria.	<input type="checkbox"/>	

Section 3: Complete for Stage 3- Appeal

I believe the result was determined in a manner not in compliance with the University's regulations (see circumstances of appeal).		
Circumstances for Appeal	Tick as appropriate	Provide a clear statement and evidence to support this case.
1. The assessment rules were not properly implemented.	<input type="checkbox"/>	
2. Assessment conditions did not comply with the brief. An appeal on these grounds will be considered if the apprentice has reported the situation to the Assessor during or immediately after the test. This will be documented in the Assessor's report.	<input type="checkbox"/>	
3. The rules did not adequately cover the apprentice's circumstances.	<input type="checkbox"/>	
4. Compassionate or medical circumstances existed which were not considered.	<input type="checkbox"/>	
5. Circumstances existed that may not have been covered by the assessment rules.	<input type="checkbox"/>	
6. The apprentice believes that significant performance-related information was not considered by the assessor.	<input type="checkbox"/>	
7. New information becomes available that was not available to the original assessor,	<input type="checkbox"/>	
8. There is evidence of irregularity in the conduct of the assessment, which might have affected its outcome.	<input type="checkbox"/>	

Section 4: Application Acceptance

To be completed Quality office and /or HOD

Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/>
Comments:	

Name and Function	Signature	Date