



This form should be completed by students submitting an examination appeal on the grounds of: "Error in the evaluation of assessment material/performance".

IMPORTANT

Before proceeding with this appeal you must read the following points of information and tick the box to indicate that you have read and understood these points:

- It is the student's responsibility to consult the **Examination Appeals Guidelines** and the **CIT Examination Appeals Policy**.
- You should **only appeal** on these grounds if you **believe that an error was made** in the evaluation of your examination or other assessment items (e.g. essay, project, etc). You should provide as much detail as possible as to where you believe the error was made.
- Prior to making an appeal, you are **strongly recommended to confer with the internal examiner**, and to view your examination material. This will assist you in identifying where you believe the error in evaluation was made.
- The **correction of errors** discovered in the recording or calculation of marks **does not require an appeal**. Such errors may be corrected using an approved process. See Section 2 of the Appeals Policy.

I have read and understood these points of information

Name in Full: _____

Student Number: _____ E-mail: _____

Address: _____

Telephone No: Home: _____ Mobile: _____

Course: _____

Stage: (Year 1 or 2 etc) _____ Semester: _____

Signature: _____ Date of Application: _____

Please submit a fee of €40.00 with this appeal

