



Examination Appeal – Procedural or Administrative

This form should be completed by students submitting an examination appeal on the grounds of: "Procedural or administrative errors on the part of CIT in the conduct of assessment or in the application of regulations governing assessment".

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**.
- The appellant must specify clearly the grounds on which the appeal is being made. Grounds might include one or more of the following:
 - (a) The examination was significantly at variance with the directed course of study;
 - (b) There were circumstances in the conduct of the examination which had a significant adverse affect on the candidate's performance;
 - (c) The candidate was seriously misdirected on the format of the examination;
 - (d) Examination regulations were not properly applied by the Examination Board;
 - (e) The Examination Board was inconsistent in applying Examination Regulations;
 - (f) Irregularities in the conduct of the examination were not taken into account by the Examination Board.

[See Section 8.4 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 €80.00 with this appeal



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Modules/Subjects Impacted :

In the table below indicate which modules were affected by the procedural or administrative error and state which assessment items (e.g. final examination, essay, project, etc) were specifically impacted*.

For example:

Module Code	Module Title	Assessment Impacted
PSYC 6001	Introduction to Psychology	Examination interrupted by fire alarm

*Use additional sheets if required

Module Code	Module Title	Assessment Impacted

Description of the Procedural or Administrative Error:

Please describe, in as much detail as possible, the procedural or administrative error which affected your performance in examinations and/or other assessment items (e.g. essay, project, etc)*:

*Use additional sheets if required

For Office Use

Date Received:

Fee Received:

Receipt No: