**Application for a Recheck**

Read this form carefully, then complete sections 1 and 2 and submit it via your student email along with any supporting evidence to the relevant module tutor.

The form will be completed by the college and returned to you as a notification of the outcome of the recheck.

**1. Student Information and Declarations (completed by the student)**

**1.1 Student Details**

|  |  |
| --- | --- |
| **Surname** | Click or tap here to enter text. |
| **First Name(s)** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Programme Cohort** | Click or tap here to enter text. |

**1.2 Checklist and Declaration**

**Note:** Do not submit this application until you have completed this checklist and signed below. Applications for recheck incur a fee which is refunded if your appeal is upheld. The recheck service will not be delivered until payment has been received.

|  |  |
| --- | --- |
| **Checklist** | **Tick** |
| Recheck Fee of €20 |[ ]
| I have completed this form to the best of my knowledge and included all relevant information

|  |
| --- |
|   |

 | [ ]  |
| I understand that a recheck is not a reconsideration of the grade, it is an arithmetical recalculation of the marks awarded | [ ]  |
| I confirm the information provided is accurate per my knowledge |[ ]
| **Dated** | Click or tap here to enter text. |

**2. Student Assessment Information (completed by the student)**

**2.1 Assessment Recheck**

|  |
| --- |
| **Identify the assessment you wish to have rechecked.**  |
| Click or tap here to enter text. |

**3. Determinations (Completed by the College)**

**3.1 Verification Checklist**

|  |  |
| --- | --- |
| **Question** | **Tick** |
| Received within the recheck window?  |[ ]
| Supplementary fee paid? | [ ]  |
| Student declaration complete?  | [ ]  |
| **Completed by** | Click or tap here to enter text. |

**3.2 Decision on Grounds and Validity of Application**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Name of Decision-Maker** |
| Recheck to Proceed?  | Click or tap here to enter text. | Click or tap here to enter text. |

**4. Recheck Report (to be completed by the College)**

|  |  |
| --- | --- |
| **Review by (faculty member)**  | Click or tap here to enter text. |
| **Original Assessor**  | Click or tap here to enter text. |
| **Result moderated?**  | Click or tap here to enter text. |
| **Original assessment decision**  | Click or tap here to enter text. |
| **Rechecked assessment decision outcome**  | Click or tap here to enter text. |
| **Rationale for recalculation if applicable**  | Click or tap here to enter text. |
| **Consequences of Recheck**  | Click or tap here to enter text. |

**Completed By**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |