



APPEAL OF RESULTS FORM

****Submit Form within 7 working days of release of results on Moodle****
The college regulations relating to Appeals
must be read and understood before submitting this form

Student No: _____ **Course:** _____

Student Name: _____

The appeal form must be accompanied by a detailed written submission together with supporting documentation (if appropriate). Appeals submitted without a written submission or for which the fee has not been paid, will be rejected. It is a learner’s responsibility to ensure an appeal is lodged fully and correctly.

Subjects:

Module Code	Module Title

Grounds for Appeal (tick any which may apply):

Suspected substantive irregularity in the College’s procedures and/or in the manner in which those procedures were executed.	<input type="checkbox"/>
Suspected substantive irregularity in the Assignment brief or Examination Paper or the assessment process.	<input type="checkbox"/>
There were circumstances known to the College that the learner suspects the decision-making committee was not aware of when its decision was taken.	<input type="checkbox"/>

Date of Release of Results: ____ / ____ / ____

Written Submission Attached/ Enclosed: YES / NO

I have read the college’s policy regarding Appealing Results:

Signed: _____ **Date:** ____ / ____ / ____

Please Complete, and return by email to exams@dbs.ie

Appeal Fee of €130. Receipt No: _____

Paid through Reception by card or cash / By Phone with the Accounts Office / Online.
(delete as appropriate)

You will receive a response within 10 working days. Should there be an upgrade in marks awarded, a full refund will be made payable to the payee.

OFFICE USE ONLY:

Application Received: ____ / ____ / ____

QAO Review: ____ / ____ / ____ **Grounds to Appeal Present: YES / NO**

If Grounds, Appeals Committee Review: ____ / ____ / ____