

APPLICATION TO VIEW SCRIPTS

****Submit Form within 7 days of release of results on Moodle****

The [College regulations](#) relating to Viewing Examination Scripts must be read and understood before submitting this form

Appeals should be logged through the [Helpdesk in the Student Dashboard](#) (please see overleaf for guidance on the relevant ticket).

The learner will receive acknowledgement of receipt of their application within **5 working days**.

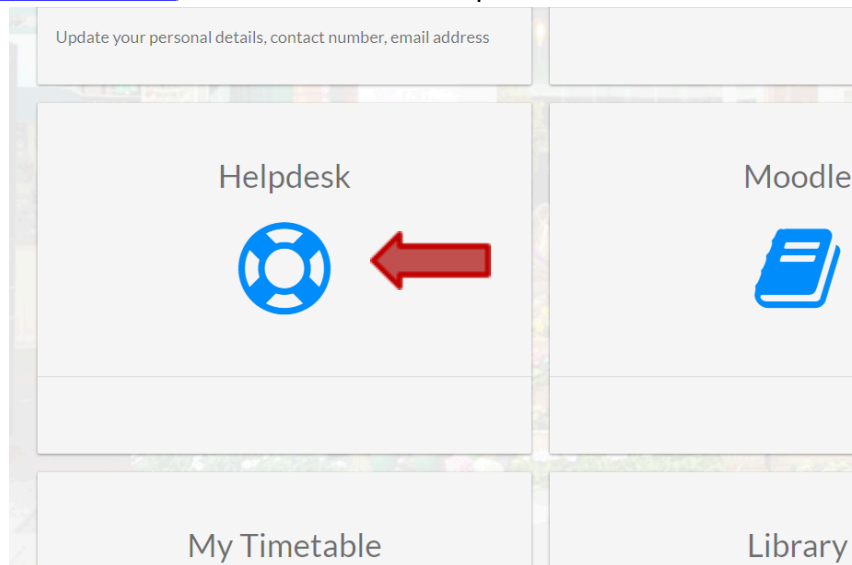
For Requests within the Appeal window (7 days from the release of results), arrangements will be made for the learner to meet with the examiner or a member of the Exams Office and discuss the examination script and result within not more than one calendar month of the date of application.

For Requests through students' Right of Access (following the Appeal window), arrangements will be made for the learner to meet with a member of the Exams Office to view their script. This access does not provide an extension to the Appeals window.

Only in the event that a learner cannot log a ticket online, should the form in the final part of this document be completed and submitted to the Exams Office.

Guidance on submitting an Exam Script Viewing ticket:

From the [learner Dashboard](#), scroll down to the Helpdesk:



As Script View requests are not common, they will not appear under 'Most common queries', learners must select 'my query is not on the list':

Welcome

Message to let students know this is the quickest way to get queries answered. Ask them to select a case from the dropdown or if they can't find their query click the button. Ideally give a timeframe for when to expect a response.

Most common queries

Please Select

my query is not on the list

The new page will look for Support Case Type (**Request**), Category (**Exam Results**), and Sub-Category (**View Exam Script**) – it is important to select these correctly to avoid delays in the resolution of your ticket:

Student Help Form

Support Case Type

Request

Category

Exam Results

Sub Category

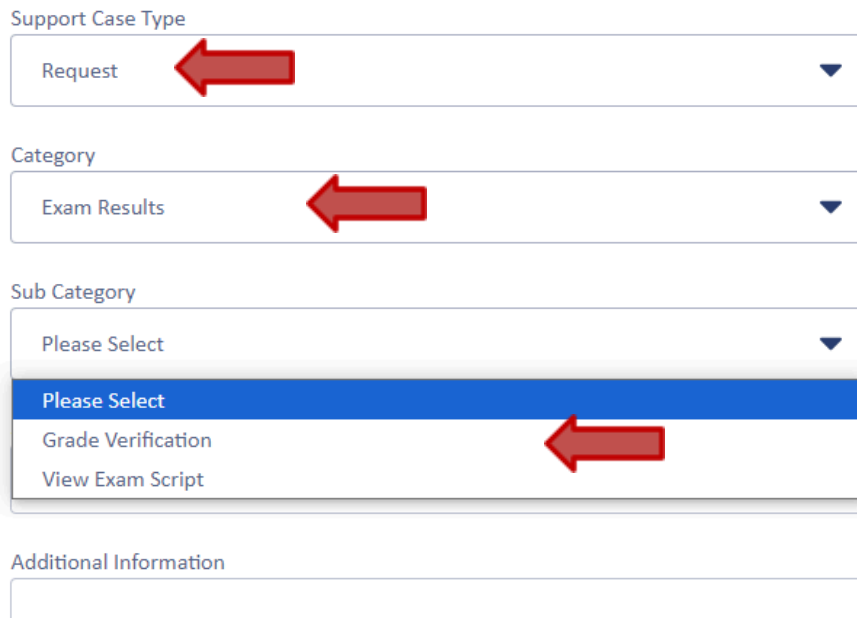
Please Select

Please Select

Grade Verification

View Exam Script

Additional Information



Under this ticket, learners can add a title (we recommend using your student number and the Module Code, e.g. “**12345678 B8MK100 exam**”).

Under Additional Information, the learner may set out the if they wish to receive a copy of the script or any feedback by email, or if they would rather meet the lecturer if possible (within the appeal window).

Learners may add any supporting evidence to the ticket by using the **Drag and Drop** feature, or the **Select File** button.

Learners will receive an email notification that their ticket has been logged. Script Viewing facilitation may take some time to resolve, where they are complex or require retrieval of additional information from other College teams or systems.

ONLY TO BE USED IF YOU ARE UNABLE TO LOG A TICKET ONLINE:

APPLICATION TO VIEW SCRIPTS

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must be read and understood before submitting this form**

Student No: _____ **Course:** _____

Student Name: _____

Type of View Script Request:

Appeal Window

(Within 7 days of release of results)

Right of Access

(After 7 days of release of results – Appeal window closed)

Module Details:

Module Code	Module Title

Date of Release of Results: ____ / ____ / ____

I have read the College's policy regarding Viewing Scripts:

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

Please Complete and e-mail to exams@dbb.ie

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OFFICE USE ONLY:

Application Received: ____ / ____ / ____

Available meeting time & date: ____ am/pm on ____ / ____ / ____

Script Viewing Complete: YES / NO