

VERIFICATION OF RESULTS REQUEST

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

The [College regulations](#) relating to Verification of an Assessment must be read and understood before submitting this form:

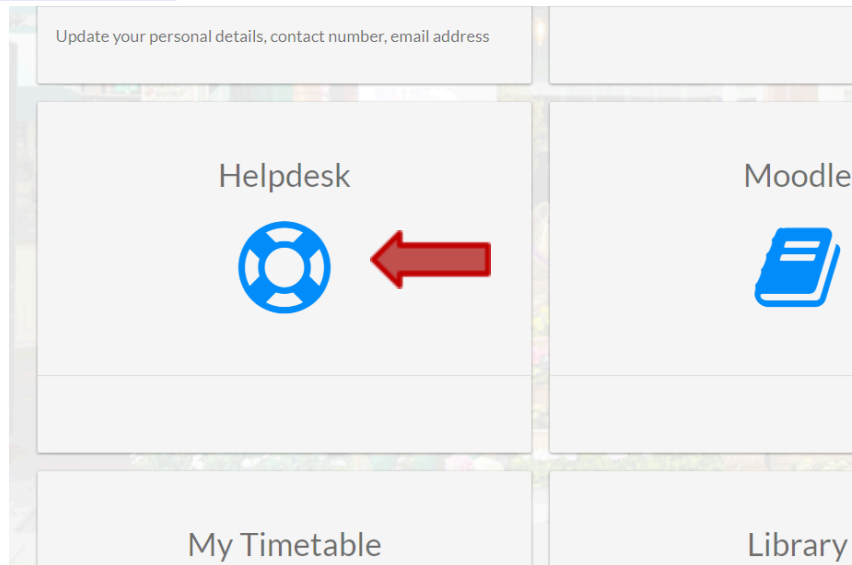
- *A verification is the re-checking of the accuracy of the calculation and recording of marks throughout the assessment process in respect of the assessment in question.*
- *A verification is an administrative rechecking process and is not an appeal of an assessment result.*
- *A verification is not a re-grade of an assessment.*

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

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 a Verification ticket:

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




As Verifications 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 (**Grade Verification**) – 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 the Module Code, e.g. “**12345678 B8MK100 Verification**”).

Under Additional Information, the learner can set out the explanation of why they wish for a verification to be undertaken, but it will be important to specify which assessment is to be verified, e.g the Exam.

Learners may add any supporting evidence to the ticket by using the **Drag and Drop** feature, or the **Select File** button. This should include the receipt of the Verification fee payment made.

Learners will receive an email notification that their ticket has been logged. Verifications may take some time to resolve, where they are complex or require further action by lecturers or other College teams or systems.

**ONLY TO BE USED IF YOU ARE UNABLE TO LOG A TICKET ONLINE:
VERIFICATION OF RESULTS REQUEST**

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Student No: _____ Course: _____

Student Name: _____

Subjects:

Module Code	Module Title

Date of Release of Results: ____ / ____ / ____

I have read the college's policy regarding Verification of Results:

Signed: _____ Date: ____ / ____ / ____

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

Payment (Cheque / Draft) of €50 attached:

Paid in cash at reception. Receipt No: _____

Paid by VISA by phone/in person. Receipt No: _____

You will receive a response within 5 working days. Should there be any change in marks awarded, a full refund will be made payable to the payee.

OFFICE USE ONLY:

Application Received: ____ / ____ / ____

Original Grade Awarded: _____ Verification Grade Recorded: _____

Difference in Grade?: YES / NO