

VERIFICATION OF RESULTS REQUEST

****Submit Form within 7 working 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.

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