**VERIFICATION OF RESULTS REQUEST**

**\*\*Submit Form within 10 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** |