

# REQUEST FOR RECHECK OF EXAMINATION RESULTS

*Please type your answers beside each question below and email this completed form to* [*sreo@ucc.ie*](mailto:sreo@ucc.ie)

*Please note: Rechecks cannot be made against the provisional results of Semester 1 examinations. Rechecks of all examinations completed in Semester 1 and Semester 2 can be lodged after the official notification of examination results in May/June, following the completion of Semester 2 examinations.*

**Name**: Click or tap here to enter text.

**Student ID number**: Click or tap here to enter text.

**Examination number**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**UCC E-mail address**: Click or tap here to enter text.

*NB: Your UCC student email address will be used for formal communications, as per UCC policy. The outcome of the recheck will be sent by email as soon as possible after a decision is made.*

**Title of Degree Programme**: Click or tap here to enter text.

**Year of Programme** *(e.g. first, second, third)*: Click or tap here to enter text.

**School/College** *(e.g. Arts, Engineering, Law)*: Click or tap here to enter text.

**Examination period for which rechecking is requested**: Choose an item.

Students should note that the recheck procedure, which involves confirmation by a second Internal Examiner**, merely ensures that** **all elements submitted for assessment were considered and assessed and that no errors occurred in the recording, collating, or combining of marks**.  The recheck also confirms that the summary mark, as presented to the University Examination Board, was correct.

**The recheck does not involve a reassessment of the examination paper(s) or other submitted material**

Students have the option to request to view their scripts to see if there is an issue with their marks themselves before proceeding with the recheck option.

Please contact your department directly for more information.

**Examination Result(s) for which rechecking is requested:**

|  |  |
| --- | --- |
| Module / Subject / Unit | Department |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |

**The recheck application fee is €30 per module, which will be refunded if there is a change of mark as a consequence of the recheck.**

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| **Please do not use a Revolut account, if possible, as the transaction will be flagged as suspicious activity, preventing the transaction and subsequent recheck application from being processed.** |

**Please enter your credit/debit card details in the boxes provided below**:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Debit/Credit Card Number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Expiry Date:**

|  |  |
| --- | --- |
| **Month** | **Year** |
|  |  |

**By submitting this recheck application form, you authorise UCC to debit €30 per module from the credit/debit card above.**

**Date of Application:** Click or tap to enter a date.

**This completed form should be returned to** [**sreo@ucc.ie**](mailto:sreo@ucc.ie) **within TWO WEEKS of the relevant official exam results release date, available on the UCC website.**

**Recheck applications submitted outside of this timeframe cannot be accepted.**

**REGULATIONS GOVERNING RECHECK OF EXAMINATION RESULTS**

1. The recheck procedure, which involves confirmation by a second Internal Examiner, ensures that all elements submitted for assessment were considered and assessed and that no errors occurred in the **recording, collating, or combining of marks**.  The recheck also confirms that the summary mark, as presented to the University Examination Board, was correct.

1. **The recheck does not involve reassessment of the examination paper(s) or other submitted material.**

1. Students may formally request that the Deputy President and Registrar or their Nominee arrange a recheck of their examination results after the end-of-year Examination Board. The request must be made within two weeks of the date of issue of finalised results of the University examination board and issuance of these examination results to students. It must be submitted in writing. Application forms for this purpose are available from the SREO ([https://www.ucc.ie/en/exams/procedures-regulations/](http://www.ucc.ie/en/exams/procedures-regulations/)).
2. The SREO communicates each request for a recheck to the relevant Head of School/Department or his/her nominee, who arranges to have the relevant marks rechecked as expeditiously as practicable. The formal recheck has recourse to the original examination script and such other available assessment materials as may be relevant.
3. A fee of **€30 per module** is required for a recheck.  This fee should be lodged in the SREO.  The fee is refundable if, as a consequence of the recheck, there is a change in the mark awarded in any module.
4. The outcome of the rechecking of the examination result will be communicated in writing by the Head School/Department or nominee to the SREO who will, if a change in the mark is recommended, make the necessary arrangements to have the mark amended, and inform the student without delay.
5. If a recheck adversely affects the student’s overall award for the examinations in question, this will be referred to a meeting of the Academic Board for decision and the student will be informed accordingly.
6. Pending the outcome of a recheck, which may not necessarily result in a grade change, students should avail themselves of any opportunity to re-present for examination