

Assessment Appeal – Procedural or Administrative

Semester Two Examination Period – Academic Year 2025/2026

This form should be completed by students submitting an assessment appeal on the grounds of: Procedural or administrative errors on the part of MTU in the conduct of assessment or in the application of regulations governing assessment.

Before proceeding with this appeal you must read the following points of information and tick the box to indicate that you have read and understood these points:

It is the student's responsibility to consult the [Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment](#) See in particular, section 10.2.

The student must clearly specify the grounds on which the appeal is being made. Grounds might include one or more of the following:

- The examination was significantly at variance with the directed course of study;
- There were circumstances in the conduct of the examination/assessment which had a significant adverse effect on the candidate's performance;
- The candidate was seriously misdirected on the format of the examination/assessment;
- Examination Regulations were not properly applied by the Examination Board;
- The Examination Board was inconsistent in applying Examination Regulations;
- Irregularities in the conduct of the examination/assessment were not taken into account by the Examination Board.

I have read and understood the Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment

Student Details

Student Number	
Surname	
First Name(s)	
Department	
MTU Email	
Contact Number	

Programme Details

Programme Code <i>e.g. BAGRI_8_Y4</i>	
Stage (eg. Year 1)	

Module(s) Affected:

In the table below please indicate which modules were affected by the procedural or administrative error and state which assessment (e.g. final examination, assignment, essay, project, etc) was specifically impacted.

NB: you may write "all modules in stage" or "all modules in semester" on the top line of the table if applicable.

Module Code e.g. PSYC6001	Module Title e.g. Introduction to Psychology	Assessment Impacted e.g. Exam interrupted by fire alarm

Description of the Procedural or Administrative Error

Please describe, in full detail, the procedural or administrative error which affected your performance in examinations (e.g. assignment, essay, project, etc). If you wish to submit additional information/evidence to support your claim, please attach a separate word/pdf document.

Please email the completed form, along with any supporting evidence (where applicable), to the Office of the Vice President Academic Affairs and Registrar at registrarcork@mtu.ie

A fee of **€80.00 per module** applies. Click [HERE](#) to pay this fee.