

Assessment Appeal – Procedural or Administrative

Semester One – 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 **Assessment Appeals Guidelines** and the [MTU Assessment Appeals Policy](#)

The appellant must specify clearly 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.

See Section 10.2 of the Policy below:

[https://www.mycit.ie/contentFiles/exams/MTU_Policy_Governing_Assessment_Appeals_v1_1 -\(1\).pdf](https://www.mycit.ie/contentFiles/exams/MTU_Policy_Governing_Assessment_Appeals_v1_1 -(1).pdf)

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

Student Details

Student Numbers	
Last name	
First name(s)	
MTU email	
Address	
Contact Number	

Programme Details

Student's Current Programme Code e.g. BAGRI_8_Y4	
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Stage (e.g Year 1)	Semester (e.g, Semester 1)
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Module(s) Affected:

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

Module Code	Module Title	Impact on Assessment
e.g PSYC 6001	e.g Introduction to Psychology	e.g Exam interrupted by fire alarm

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

Module Code	Module Title	Assessment Impacted

Description of the Procedural or Administrative Error

Please describe, in as much detail as possible, the procedural or administrative error which affected your performance in examinations and/or other assessment items (e.g. assignment, essay, project, etc). If you wish to submit additional information or evidence to support your claim, please attach this to your appeal.

When you have completed this form, please email it, along with supporting evidence as required, to the Office of the Registrar at registrarcork@mtu.ie.

A fee of €80.00 applies to this appeal. Click [HERE](#) to pay this fee online.

Registrar's Office Use Only

Date Received: _____

Fee Received: _____

Receipt Number: _____

Department Advised: _____

Student Advised: _____