

DUNDALK INSTITUTE of TECHNOLOGY

School of Engineering

APPEAL OF CONTINUOUS ASSESSMENT MARKS FORM
(See reverse side for information on using this form)

Student Details:

Name: _____

Student Number: _____

Programme Name: _____

Stage (i.e. 1, 2, 3, etc) _____

Details of Assessment Marks Being Appealed

Module Title: _____ Lecturers Name: _____

Assessment Exercise: _____

Date Marks/Decision Issued: _____

Have you discussed the matter with the module lecturer ☐ Yes ☐ No

If yes, give the date(s): _____

Summarise the basis of your appeal. Attach any additional information you deem relevant.

Student's Signature: _____ **Date:** _____

For Head of Department's Use Only

The appeal is upheld ☐

The appeal is rejected ☐

Head of Department's comment in relation to the decision:

Signature: _____ Date: _____

READ GUIDELINES OVERLEAF

Appeal of Continuous Assessment Marks
Guidance for Students and Lecturers

Using this Form

- ☐ Before making an appeal, the student must meet with the module lecturer and discuss the basis for the marks awarded or the decision made in relation to the item being appealed.
- ☐ The completed appeal form must be submitted to the Head of Department or person deputised by the Head of Department within 5 days of receiving the marks from the module lecturer.
- ☐ If the appeal is deemed to require further investigation, the Head of Department will discuss the matter with the module lecturer in the first instance before issuing a decision.
- ☐ The Head of Department will decide whether or not the appeal is upheld and his decision will be final.
- ☐ In certain circumstances the Head of Department may request the lecturer to refer the matter to the External Examiner for consideration prior to the Examination Board meeting.
- ☐ The decision of the External Examiner and the Examination Board will be final and no requests for further review will be allowed after the final mark has been allocated by the Examination Board.
- ☐ When the Head of Department adjudicates on the matter, he will complete and sign the final section of the form
- ☐ A copy is returned to the student
- ☐ A copy is returned to the lecturer for his/her records
- ☐ The original appeal form and any supporting documentation is forwarded to the School of Engineering Administration Office
- ☐ Please read DKIT's Continuous Assessment Procedures Document, Notes for Students and Notes for Academic Staff on Continuous Assessment, available at the following website

http://ww2.dkit.ie/about_dkit/documents_and_policies/policies/continuous_assessment