**Application for a Review**

Read this form carefully, then complete sections 1 and 2 and submit it via your student email along with any supporting evidence to the relevant Programme Leader.

The form will be completed by the college and returned to you as a notification of the outcome of the recheck.

**This form relates to the process for a review.**

As indicated in the *Policy for Managing Learner Recheck, Review and Appeal*, as review is defined as:

‘**Review** means the re-consideration of the assessment decision, either by the original assessor or by other competent persons. Learners are required to state the grounds for the requested review. The grounds for review will normally be that the learner suspects that the assessment was erroneous in some respect.’ (QQI Assessments and Standards, Revised 2013, 4.10.3)

**1. Student Information and Declarations (completed by the student)**

**1.1 Student Details**

|  |  |
| --- | --- |
| **Surname** | Click or tap here to enter text. |
| **First Name(s)** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Programme Cohort** | Click or tap here to enter text. |

**1.2 Checklist and Declaration**

**Note:** Do not submit this application until you have completed this checklist and signed below. Applications for review incur a fee which is refunded if your appeal is upheld. The review service will not be delivered until payment has been received.

|  |  |
| --- | --- |
| **Checklist** | **Tick** |
| I have read and understood the Policy for Managing Learner Recheck, Review and Appeal before completing Section 2 below. |[ ]
| Review Fee: €20 |[ ]
| I have included verifiable evidence in support of my application. |[ ]
| I have completed this form to the best of my knowledge and included all relevant information. | [ ]  |
| I understand that it is my responsibility to demonstrate that I have grounds for a review. | [ ]  |
| I confirm the information provided is accurate per my knowledge. |[ ]
| **Dated** | Click or tap here to enter text. |

**2. Student Assessment Information (completed by the student)**

**2.1 Assessment Recheck**

|  |
| --- |
| **Identify the assessment you wish to have reviewed.**  |
| Click or tap here to enter text. |

**2.1 Assessment Review**

|  |
| --- |
| **Summarise the evidence you have in support of your review, which may be appended to your application.** |
| **Summary of Evidence** | **Type of Evidence** | **Submitted** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**3. Determinations (Completed by the College)**

**3.1 Verification Checklist**

|  |  |
| --- | --- |
| **Question** | **Tick** |
| Received within the review window?  |[ ]
| Supplementary fee paid? | [ ]  |
| Student declaration complete?  | [ ]  |
| Supporting evidence received? | [ ]  |
| **Completed by** | Click or tap here to enter text. |

**3.2 Decision on Grounds and Validity of Application**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Name of Decision-Maker** |
| Review to Proceed?  | Click or tap here to enter text. | Click or tap here to enter text. |

**4. Review Report (to be completed by the College)**

|  |  |
| --- | --- |
| **Review by (faculty member)**  | Click or tap here to enter text. |
| **Original Assessor**  | Click or tap here to enter text. |
| **Result moderated?**  | Click or tap here to enter text. |
| **Original assessment decision**  | Click or tap here to enter text. |
| **Reviewed assessment decision outcome**  | Click or tap here to enter text. |
| **Rationale for recalculation if applicable**  | Click or tap here to enter text. |
| **Consequences of Decision**  | Click or tap here to enter text. |

**Completed By**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |