### Assessment appeal application form

A separate application must be completed for each appeal

BEFORE COMPLETING THIS FORM, PLEASE ENSURE THAT YOU HAVE READ THE

GUIDELINES FOR APPLICANTS. PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 1: applicants information - read overleaf for further information | | | | |
| Name |  | | | |
| UCD/IOB Number |  | | | |
| Address for correspondence |  | | | |
| e-mail address for correspondence |  | | | |
| Phone number |  | | | |
| Section 2: module details - read overleaf for further information | | | | |
| Course/Programme (MSc Banking, Bachelor of Financial Services ) |  | | | |
| Stage (Undergraduate Programmes only) |  | | | |
| Year |  | | | |
| Assessment Period  (eg. Semester 1, 2016/17) |  | | | |
| Module title |  | | | |
| Module code |  | | | |
| Indicate if repeat attempt |  | | | |
| Appeal Grounds  (Please tick as appropriate) | A – Irregularity | |  | |
| B – Extenuating Circumstances | | (i) | |
| (ii) | |
| Date of Assessment Results/  Date of Appeal Application | Date Assessment Result Available --/--/---- | | Date of Appeal Application  --/--/---- | |
| Dates of script viewing AND communication/meeting with module coordinator /examiner | Date of Script Viewing/Feedback obtained --/--/---- | | Date of meeting/communication with  Module Coordinator / Programme Manager  --/--/---- | |
| Date Extenuating Circumstances Form (EC) was submitted to  Programme Office **and** Decision | Date EC form submitted to  Programme office --/--/---- | | Programme Assessment Board Decision  --/--/---- | |
| Section 3: declaration and authorisation - | | | | |
| All information provided in this application is true and correct  I understand that should any of the particulars furnished in this application be found to be false or inaccurate in a material particular, action will be taken to with withdraw my appeal and disciplinary action may be initiated. I also authorise the Assessment Appeals Officer in IOB to verify the authenticity of all certificates, including medical certificates, letters of recommendation associated with this application and have provided contact details of medical practitioners for verification purposes. | | | | |
| PRINT NAME  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | DATE: |

FOR OFFICE USE ONLY

###### Incomplete appeal application will be returned

Please ensure you have enclosed the following:

###### Please tick

1. Statement/Letter of Appeal
2. Original Medical /Death Certificate(s)  
   (if applicable)
3. Fee (€75 per module)

GUIDELINES FOR APPLICANTS

Lodging an Appeal:

You must set out the reasons for your appeal in a TYPED statement (hand written statements will not be accepted) addressed to the **Assessment Appeals Officer**. Please go to iob.ie/exams for further information about the assessment appeals process.

That statement, together with a completed application form and a bank draft/cheque or a postal order (NB: Please do not submit cash in the post) made payable to IOB Assessment Appeals, for the sum of €75 per module appealed must be enclosed in an envelope and sent to:

The Assessment Appeals Officer

Registry – IOB, IFSC, 1 North Wall Quay, Dublin 1.

#### Section 1

Please complete all sections. Please inform the Assessment Appeals Officer if your contact details change.

#### Section 2

Please complete all sections.

If you are unsure of Modules Codes/Stage, please contact your Programme Manager

#### Grounds for Appeal

An appeal of an assessment result shall only be considered on the following grounds:

###### Irregularity:

There is evidence of substantive irregularity in the conduct of the assessment process.

###### Extenuating Circumstances:

* There were extenuating circumstances of which the Dean was aware but had rejected because the application was late and the Dean did not consider the reason as to why the application was late to be valid.
* The Programme Examination Board did not appreciate the seriousness of the extenuating circumstances.

#### Please note that the appeals process must be initiated within 20 days of the final result of the assessment being made available to you on the web or otherwise section 3:

#### Section 3

Please note that the Assessment Appeals Officer in IOB may contact Medical Practitioners for verification purposes.

#### Additional information:

* Copies of any written material you provide, including this form, will be made available to the assessors during the course of the appeal proceedings.
* A separate form must be filled out for each module appealed.
* Individual copies of supporting documentation must accompany each module appealed.
* The Committee reserves the right to ask you to provide further medical certification / evidence if necessary or request any further information that they require.

### IOB Assessment Appeals Summary Form

PLEASE COMPLETE THIS FORM CLEARLY USING A BLACK PEN

### Appealing under Ground A - Irregularity

|  |  |
| --- | --- |
| There is evidence of substantive irregularity in the conduct of the assessment process | |
| 1 | Summarise the nature of the alleged substantive irregularity (20 words max.) E.g. substantive irregularity might be that the examination paper was illegible or contained errors. |
| 2 | After the ‘provisional’ results were released did you contact the Institute in order to check if all parts of your assessment were accounted for correctly? *(NB this is a recheck to see if everything has been accounted for and that it has all been added up correctly. It is not an appeal and it is not a substitute for meeting your module coordinator after the results were made ‘final’.)*    YES Proceed to Q3 NO Proceed to Q4 |
| 3 | On what date did you contact the School? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Whom did you contact? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How did you contact her/him? (i.e.; Meeting, telephone call, email) \_\_\_\_\_\_\_\_\_\_\_  What is her/his role? (i.e.; Module co-ordinator, Administrator, Student Advisor etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Were all parts of your assessment accounted for? YES NO |
| 4 | After the provisional results were released, you did not make contact with the Institute to check if your assessment had been accounted for correctly. Why not?  *(20 words max)* |
| 5 | After the results were made final, did you see your assessment scripts, materials or thesis?  YES NO |
| 6 | After the results were made final, did you meet with your module co-ordinator/ examiner and have your grade explained to you?    YES NO Proceed to Q.7 |
| 7 | You did not meet with your module co-ordinator/examiner. Why not? (30 words max) |
|  | |
| Student Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

IOB Assessment Appeals Summary Form

Please complete this form clearly using a black pen

Appealing under Ground B - Extenuating Circumstances

* There were extenuating circumstances of which the dean was aware but had rejected because the application was late and the dean did not consider the reason as to why the application was late to be valid.
* The programme examination board (peb) did not appreciate the seriousness of the extenuating circumstances.

|  |  |
| --- | --- |
| 1 | What was the outcome of the decision made by the Dean or the PEB in relation to your extenuating circumstances? ***(Your Module Co-ordinator and/or Programme Office will have this information and you have to obtain it.)***    \_ My grade was changed (Original grade? \_\_\_ Changed to? \_\_\_ )  \_ I was awarded an IX?  \_ I was awarded a WX?  \_ My grade remained unchanged? |
|  | If Appealing under Part (i), Answer Q2 & Q3.If Appealing under Part (ii), Proceed to Q4. |
| 2 | In the case of Part (i), you submitted your extenuating circumstances form after the deadline. Why? (*Summarise - 30 words max*) |
| 3 | In the case of Part (i), what is the serious and unforeseen nature of your extenuating circumstance that affected your performance in the assessment?  *(Summarise - 30 words max)* |
|  | OR |
| 4 | In the case of Part (ii), you submitted your extenuating circumstances form on time. What is the serious and unforeseen nature of your extenuating  circumstances that affected your performance in the assessment? *(Summarise - 30 words max)* |

Student Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Data Protection Notice

About this data protection notice

This is a statement of the practices of The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as IOB) (‘the Institute’, ‘we’, ‘us’, ‘our’) in connection with the capture of personal data on this form and the steps taken by the Institute to respect your privacy.

The Institute is a Data Controller and is committed to protecting your rights and any personal information which you provide to the Institute will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.

The privacy notice explains the following:

* What information do we collect about you?
* The purpose for collecting your personal data
* The legal bases for collecting your personal data
* Are you required to provide the information?
* How we store and secure personal data
* Details of third parties with whom we share personal data
* What are your rights?
* Contact information.

#### What information do we collect about you?

The data we collect from you will be used by the Institute only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

In order to provide our services to you we collect contact details, other identifying information and information regarding your application together with supporting documentation where relevant when you fill out this application form. The data collected in this form and related documentation will be used by relevant departments in the Institute on a ‘need to know’ basis.

Some of the information collected through this form may be classified as special category or sensitive personal data e.g. health data.

#### The purpose for collecting your data

The data we collect about you will be used to assess your appeal. We will also use your data to communicate our decision to you and deal with any queries where relevant.

#### The legal basis for collecting your data

We process your personal data on the following legal bases:

* We rely on your explicit consent as our legal basis for processing data provided on this form.
* The processing of your information is necessary for the performance of the education contract between the Institute and you.
* The processing is necessary for the purposes of our legitimate interests. We will not process your personal data for these purposes if our legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consist of:
* conducting our business in a meaningful and lawful manner;
* dealing with any disputes that may arise;
* The processing is necessary for compliance with our legal obligations.

#### Are you required to provide the information?

We require you to complete the fields identified in this form for the purposes outlined above. If you do not provide us with the information required in these fields, we may be unable to fully assess your application.

#### How we store and secure your data

Any data we collect from you will be stored confidentially and securely. The Institute is committed to ensuring all accesses to, uses of, and processing of Institute data is performed in a secure manner. In additional to the normal standards of confidentiality, we also carefully control access to sensitive data e.g. health data within the Institute so that it is only available to people who “need to know”.

In keeping with the data protection principles, we will only store your data for as long as is necessary to provide our services to you and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.

For the purposes described here we will store your data (and supporting documentation, eg health data) for the current year plus three years in-line with UCD’s record retention policy.

When we store your personal data on our systems the data will be stored either on the Institute’s secure IT platforms within the EEA which are also subject to European data protection requirements.

#### Details of third parties with whom we share personal data

The Institute will share your data with third parties where necessary for purposes of the processing outlined here.

We may share your information with our trusted service providers (e.g. IT support, auditors, legal advisors, and other professional advisors) and external examiners of the Institute.

#### What are your rights?

You have the following rights, in certain circumstances and subject to applicable exemptions:

* You are entitled to ask for a copy of the personal data, which IOB holds about you.
* The right to have any inaccuracies in your personal data amended.
* The right to object to the processing of your personal data.
* The right to have the personal data that we hold about you erased.
* The right to restrict the processing of your personal data.
* The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
* Where processing is based on consent, you have the right to withdraw your consent at any time.

#### Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact the Institute’s Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the Institute’s Data Protection Officer using the contact details below.

IOB has a Data Protection Officer who can be contacted through dataprotection@iob.ie or by writing to:

The Data Protection Officer, IOB, IFSC, 1 North Wall Quay, Dublin 1.

If you remain dissatisfied then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at:

Data Protection Commission

Canal House

Station Road

Portarlington

R32 AP23 Co. Laois

[dataprotection.ie](http://www.dataprotection.ie)