

Student Services Stamp



Student Grade Recheck Form

- A grade recheck is verification of the mathematical accuracy of your grade (QQI) or verification that all criteria have been correctly attributed in the qualification of a grade (BTEC).
- You can request a grade recheck for up to **1 week** from receipt of provisional and ratified grades by submitting this Grade Recheck Form, which is available on the Institute website and Moodle.
- There is a grade recheck fee of €25 payable in advance to Student Services who will stamp, date and initial your Grade Recheck Form as proof of payment made.
- The recheck will only be processed once you have submitted your completed and stamped Grade Recheck Form to the Registrar's Office.

Student Name:	
Student Number:	
Module/Unit grade to be rechecked:	
Grade awarded:	
Assessing lecturer:	
Stated reason for this recheck request:	

By signing below, you acknowledge that you have read and understood Dublin Institute of Design's guidelines, as outlined at the top of this form, in respect of its Grade Recheck Process.

Signed

Date

THE TABLE BELOW IS FOR REGISTRAR'S OFFICE USE ONLY:

DATE RECEIVED	
ACTION REQUIRED	
REFER TO	