



**REVISION OF PAPER REQUEST FORM**

*This form is to be completed and handed in duplicate at the Student Services Office, room B207 by the student who would like to request a revision of June/September examination paper. Kindly write in block letters and tick where appropriate.*

<b>Name &amp; Surname:</b>		<b>Index No:</b>
<b>ID No:</b>	<b>Mob No:</b>	<b>Tel. No:</b>
<b>Address:</b>		
<b>Subject</b>	<b>Adv./Int. Level:</b>	<b>Group No:</b>
1.		
2.		
3.		
4.		
5.		
6.		
<b>Revision of Paper Option:</b>		
<input type="checkbox"/> Revision of Paper Only	€25.00	
<input type="checkbox"/> Revision of Paper + Report	€60.00	
<b>Candidate's Signature</b>		<b>Date</b>

**Please note**

- Candidates who failed an examination and are convinced that the grade awarded to them in any subject represents their performance during an examination may request a revision of their June/September examination paper within three (3) days from the publication of the Academic Report.
- The examination paper will be reviewed to ascertain that no error was made in the awarding of marks.
- Any fee paid in connection with the request for revision shall be refunded in the following cases: i) if the change in the marks changes the grade from fail to pass, ii) if there is an increase of ten (10) marks to the original result accompanied by a change in grade; and iii) if an administrative error is detected.

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**For office use**

Received on: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

College stamp/ Signature of SSO Officer