



ABOUT EXAM RESULTS

Some important information from the Examinations Office and the Office of the Registrar to help guide you through the June 2015 exam results process.



HOW TO ACCESS YOUR RESULTS ONLINE

- Semester 2 exam results will be available online from Thursday 25th June 2015.
- An email was sent from the Exams Office to your myCIT email address on 20th June which contains full details on how to access your exam results.
- Should you require technical support in accessing your results, contact the IT Service Desk servicedesk@cit.ie, quoting your student ID no.
- Remember, if you have outstanding fees or penalties, a hold will be placed on your account. Your results will be released on payment of fees. Please note that this process can take up to five working days from payment date.

PASSED ALL OF YOUR EXAMS? CONGRATULATIONS ON SUCCESSFULLY COMPLETING THIS ACADEMIC YEAR.

All of your hard work has paid off and you can enjoy your summer holidays. If you are progressing to the next year of your studies we look forward to welcoming you back to CIT in September.

NOT HAPPY WITH YOUR RESULTS? DON'T PANIC....YOU HAVE OPTIONS...

- If you fail a module(s) you will need to re-attempt the module(s) in August 2015 in order to progress. You will need to follow the instructions which will be emailed to your myCIT email address following the release of exam results on Thursday 25th June 2015.
- The reassessment method may be different for some modules, i.e. you may not be re-examined by formal exam. You will be notified directly by your academic department if you are required to resubmit project work or if re-attendance is required.
- More information on entering for Autumn 2015 exams is available on the Examination Timetables & Information section of www.mycit.ie/examinations

If you feel you should have done better in your exams and would like to view your exam scripts, or submit an exam appeal, please read the following important information....

VIEW YOUR EXAM SCRIPT(S)

If you would like to view your exam script(s), then you should contact the Exams Office as follows:

- 1) Go to www.mycit.ie/examinations to submit an online application to view your exam script(s). The sooner you apply to view your script(s) the better.
- 2) Once you apply online you will receive an email acknowledgement.
- 3) The Exams Office will contact you to arrange an appointment for you to view your script(s) as soon as possible.
- 4) An appointment must be made with the Exams Office before viewing your script(s).
- 5) **Important Date: The deadline to submit an online application to view Semester 2 exam scripts is 4.30pm on Wed 1st July 2015.**

Please note the following:

- The Exams Office staff cannot comment on exam scripts. They can only facilitate viewing of scripts.
- Lecturers' marking schemes are not available to students.
- You may bring one person with you to view your script(s) if required.
- This service should only be used to view final end-of-semester examination scripts.
- To view continuous assessment material, please contact your academic department directly.

SUBMIT AN APPEAL

If, having viewed your script(s), you are not satisfied with the marks given, you may submit an appeal.

- The appeals form(s) can be downloaded from www.mycit.ie/appeals or call to the Registrar's Office, first floor, Administration Building, to get a hardcopy of the form(s).
- The completed Appeals Form should be handed into the Registrar's Office.
- If you have any queries in relation to the appeals process, please contact Kathleen Sheehan on (021) 4335389, email registrar@cit.ie or call to the Registrar's Office.
- Cost: €40 for recheck/re-evaluation, €80 for procedural, administrative or extenuating circumstances.
- In the event of an appeal being upheld, the fee charged will be refunded in full.

Important Date: The deadline to submit an appeal for Semester 2 modules is Wed 1st July 2015 at 4.30pm.

FOR MORE INFORMATION PLEASE GO TO

www.mycit.ie/examinations and www.mycit.ie/appeals

Important Note:

In the event that the Institute is unable to facilitate a student in viewing her/his assessment material during the initial 5-day period specified for examination appeals she/he will be granted an additional 5-day period, during which an examination appeal can be lodged, from the date that she/he is notified by the Institute that assessment material is available for viewing. During this additional 5-day period the student may only submit appeals related to the specific module or modules impacted by the delay.