**Examinations**

**Application for Review 2021**

**Important Notes:**

1. Candidates can apply for a Review of an Examination Script in any subject, only after having completed the verification procedure for same subject as set out in our rules and regulations.
2. This form must be returned within **five (5) working days** of receipt of the result of the verification.
3. Please note that a Review is completed by an External Examiner to confirm the marks allocated are consistent and fair.
4. Please return completed form to **exams@accountingtechniciansireland.ie** include your Registration Number and ‘Appeal’ in the subject line of the email.

**STUDENT DETAILS**

**Registration No:**

**Name:**

**Exam Session: June/ August (delete as appropriate)**

**Address:**

**EXAMINATION SUBJECTS**

**A fee of €100 / £90 per subject applies. Applications will not be accepted without payment enclosed. Please tick all subject(s) that you wish to have reviewed.**

**Certificate Diploma**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Financial Accounting  |  | Advanced Financial Accounting |
|  | Taxation |  | Advanced Taxation |
|  | Business Management  |  | Integrated Accounting Systems (IAS) |
|  | Business Law  |  | Management Accounting |

I wish to apply for a Review of my Examination Script for the above Examination(s). I confirm that I have read and understood the relevant sections of the Rules & Regulations and I understand that I am bound by same.

Signed: Date:

**PAYMENT DETAILS**

**PAYMENT BY CREDIT/DEBIT CARD**

**I wish to pay by (insert X where appropriate)**:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Visa DEBIT |  | Visa Credit  |  | Electron |  | Switch/Solo  |
|  | MasterCard  |  | Laser |  | Delta |  |  |

***Please note that all credit card transactions are subject to a €4.50/£4.00 handling charge.***

CARD NUMBER

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CARD EXPIRY DATE

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CARDHOLDER’S SIGNATURE …………………………………………………… Date............................

**Extract from Accounting Technicians**

**Ireland Rules & Regulations**

* 1. **Full Review**
		1. A review means the reconsideration in detail of all or part of the existing examination material or Record of Work Experience by an Independent Expert.
			+ In the case of an Examination, a complete review of the entire Examination script by an Independent Expert is undertaken. The Independent Examiner will carry out checks to ensure the marks allocated were fair, consistent and in line with the marking scheme.
			+ In the case of Assessment of Work Experience the review consists of an audit by a Moderator who will check the Record of Work Experience.
		2. You may request a review of one or more of your Examination results (or Record of Work Experience)subject to the following:
1. You must request a review in writing within five (5) working days following completion of verification, as outlined in section13.1.
2. A fee applies for each review request (per subject) as noted on www.AccountingTechniciansIreland.ie. This fee must accompany all such requests;
3. **You should note that Examination marks may be reduced, increased or remain the same;**
4. The fee will only be refunded if the mark is changed (either reduced or increased), or, in the case of a Record of Work Experience, if the result is changed.
	* 1. Where applicable you should apply to sit the relevant Examinations at the next Session pending the outcome of the review. This will not prejudice the outcome.
		2. Where an error is discovered as a result of a review and the mark is changed, this may:
5. Lead to a change in the overall result;
6. Lead to a change in the result for an individual Examination;
7. Lead to a change in the mark for a paper BUT NOT to the result for that paper.
	* 1. You will be informed, in writing, of the result of the review within 10 working days of our receipt of the application. Feedback will be provided to you giving an indication as to how you performed in each question.