**Examinations**

**Application for Verification 2021**

**Important Notes:**

1. Candidates can apply for a Verification of Examination Script in any subject.
2. This form must be returned within **five (5) working days** of the publication of Examination results online. Late applications will not be entertained.
3. Please note that a Verification is a clerical check of an Examination to confirm that all questions have been correctly totalled and that marks have been correctly recorded. **The Exam Script will NOT be remarked.**
4. Please return the completed form to **exams@accountingtechniciansireland.ie**and **include your Registration Number and ‘Verification’ in the subject line of the email**.

**Please detail the reason for the verification:**

|  |
| --- |
|  |

**STUDENT DETAILS**

**Registration No:**

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**EXAMINATION SUBJECTS**

**A fee of €50 / £45 per subject applies. Applications will not be accepted without payment enclosed. Please mark the subject(s) with an X that you wish to have verified.**

**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 Verification of my answers 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)**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

CARD EXPIRY DATE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | / |  |  |

CVV2

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

**Extract from Accounting Technicians Ireland**

**Rules & Regulations**

* 1. **Clerical Verification of Results**
		1. A verification of examination materials shall mean to verify that:
1. the totals are correct for each question;
2. all sections of the paper were marked;
3. the marks have been correctly transcribed;
4. all marks were correctly included in the final result;
5. the computer record is correct.
	* 1. Please note that this does not involve re-marking the Answer Script, however you will be informed in writing of the outcome of the verification.
		2. It is not possible to provide detailed feedback on individual scripts, however all Examiners’ Reports are published on our website within one month of the publication of results.
		3. In the case of Assessment of Work Experience, verification shall mean a check of the Work Experience Record against the Assessment Criteria of the Unit under appeal.
		4. You may request a verification of one or more of their Examination results (or Work Experience Record) subject to the following:
6. You must request a verification in writing within five (5) working days of the publication of Examination results on Accounting Technicians Ireland website ([www.AccountingTechniciansIreland.ie](http://www.AccountingTechniciansIreland.ie)) or, in the case of Assessment of Work Experience, within five (5) working days of the receipt of an Assessment Notification from Accounting Technicians Ireland;
7. A fee applies for each verification request (per subject) is as noted on www.AccountingTechniciansIreland.ie. This fee must accompany all such requests;
8. **You should note that marks may be reduced, increased or remain the same;**
9. The verification fee will only be refunded if the mark is changed (either reduced or increased);
10. Where applicable you should apply to sit the relevant Examinations at the next Session pending the outcome of the verification. This will not prejudice the outcome.
	* 1. You will be informed, in writing, of the result of the verification within 10 working days of our receipt of the application.
		2. Where an error is discovered as a result of a verification and the mark is changed, this may:
11. Lead to a change in the overall result;
12. Lead to a change in the result for an individual Examination;
13. Lead to a change in the mark for a paper BUT NOT to the result for that paper.
	* 1. Where a significant error is discovered on an examination, we will automatically request that the paper is remarked. There will be no additional fee charged in such instances.
		2. If you are unsatisfied with the outcome of a verification you may, at your option, request a Full Review (as outlined below). You must make this request within five (5) working days of receiving the outcome of the verification.