**SCRIPT ACCESS /BREAKDOWN OF MARKS APPLICATION FORM**

**2021\_22**

**Instructions to Students**

To apply for a script access and/or breakdown of marks please read through the instructions below, complete all fields in Table 1 and return to your Programme Administrator.

1. As the 21-22 Winter exams were held online, scripts for exams held during this period can only be viewed electronically. Scripts for in person on site exams can be viewed as per schedule in Table 1 below
2. To view a script either in-person (for S2 exams) or on-line (for S1 exams), this application form must be completed in full and returned. Please Note: All applications must be made via your student email account. Submissions from external email addresses will not be accepted.
3. The official module code and title must be used on the application form. A request submitted in any other format will not be considered.
4. CUBS will not forward requests to view modules administered by other Schools/Departments.
5. The application must arrive on or before the closing date.
6. For in person script viewings,
   1. all requests must be submitted at least two days in advance of the assigned scripts viewing dates to allow for the materials to be gathered. Students will be allocated 15 minutes per script.
   2. Script(s) are for viewing only, students will not be permitted to write on scripts. Scripts may not be viewed by a third party and permission will not be granted to remove the script(s) from the viewing location.
   3. No photocopies may be requested, and no discussion will be entered into.
   4. You must present your student ID card in order to be permitted to view your script(s) and no one else may accompany you.
   5. A date and time for viewing will be allocated on after the application has been received in CUBS. Students will be contacted by telephone or e-mail.
   6. If you are unable to attend at the time allocated, please inform CUBS immediately, and we will endeavour to set up an alternative appointment time for you as per the assigned schedule for script viewings.

*Table 2 – To be completed by students*

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Exam Number |  |
| UCC Email Address |  |
| Contact Mobile Phone Number |  |
| Programme of Study |  |
| Module Code and Semester |  |
| Name of Module Lecturer |  |
| Nature of Request (script access and/or breakdown of marks)? |  |
| Date of Request |  |

**PLEASE ENSURE YOU HAVE INSERTED ALL DETAILS IN THE TABLE ABOVE OR YOUR APPLICATION WILL NOT BE PROCESSED.**

I agree to be bound by the conditions as set out above

Signed (typed):-

Date of submission:-

*Table 3- For office use only*

|  |  |
| --- | --- |
| BREAKDOWN OF ASSESSMENT MARKS | |
| Element 1 (name) | *Insert mark* |
| Element 2 (name) | *Insert mark* |
| Element 3 (name) | *Insert mark* |
| Element 4 (name) | *Insert mark* |
| Total marks awarded | *Insert total marks* |
| Date breakdown provided | *Insert date of return* |
| Provided by | *Insert name of Prof Staff member* |