

Request for Transcript of Examination Results Procedure

Area Code:	EXAM
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Approving Authority:	VP Academic Affairs and Registrar, Michele Glacken

1. Purpose

To enable students to request copy of the transcript of their examination results.

2. Scope

This procedure applies to all present and past students of IT Sligo.

3. Reference Documents

None Applicable

4. Procedure Description

4.1 In the case of examinations taken at the end of each Academic Year and examinations taken at the Autumn Sitting, each student receives an email with a link to Digitary Core to access and print an official transcript of his/her examination results.

4.2 Transcripts dating from the academic year 2016 – 2017 and onwards can be accessed directly on Digitary Core via the link on the examination section of the website. Contact IT Services if there is difficulty accessing Digitary.

4.3 If an official transcript dated prior to academic year 2016-2017 is lost or mislaid, then an application may be made to the Examination Secretary to re-issue a transcript of results by completing the online form 'Request for Transcript of results' via the link in the examinations section of the IT Sligo website.
Queries should be addressed to examinations@itsligo.ie

4.4 Once the transcript(s) is prepared the examination office will contact the applicant to make payment of €35 using debit/credit card by telephone. IT Sligo will only accept requests submitted via the online form.

4.5 Transcripts will issue by post or email within five working days where practicable.

5. Records Generated by this Procedure and their location

Application data will be held by the Examination Office. The merchant copy of the fee receipt will be held in the examinations office for a period of six months..

6. Measurement of Effectiveness of this procedure

None Applicable .

7. Revision History

Revision No	Description of Change	Issue Date	Status
001	F3	8 Apr 05	Approved
002	Word 'cheque' replaced with 'cash'	18 Dec 2006	Approved
003	Change to section 2, 2.3 and application form	23 May 2013	Selection Admissions, Examinations & Standards Committee
004	Allow credit/debit card for payment and email for sending copies	12/06/20	Approved by Academic council
005	Online application form added to website. Payment 'in person' removed	11/09/2020	Approved Registrar