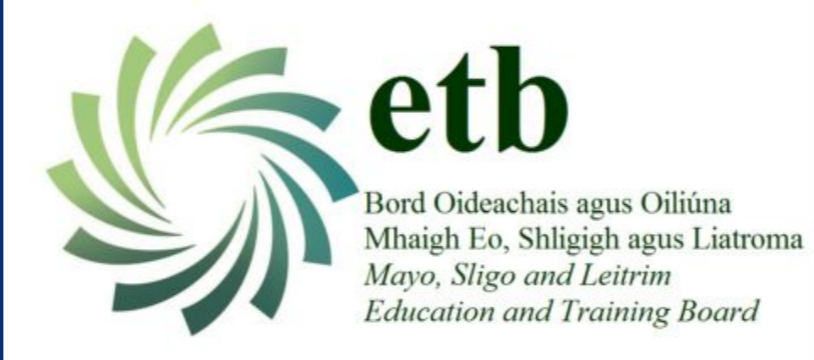


FOR OFFICIAL USE ONLY

Received by:	Approved by:
Signature:	Signature:
Date:	Date:
Valid Appeal: - Yes <input type="checkbox"/> Sent to Appeals Office Date _____ No <input type="checkbox"/> Communicated to Learner _____	
Appeal upheld: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Outcome	
Authorised by:	
Signature:	Date:
Appellant notified by:	
Signature:	Date:

See MSLETB Learner Guide to Assessment for general information on assessment

Appealing your Assessment Result



www.msletb.ie
Education and Training Opportunities for life and living

How to Appeal your MSLETB Further Education and Training (FET) assessment result

What will your MSLETB FET Centre do?

Step 1

The Centre/programme manager who is in charge of assessments will look at your completed appeals application form.

If your appeal matches one of the listed reasons, the manager will ask an appeals reviewer to examine the appeal. The manager will tell you this in writing within ten (10) working days after getting your application.

If your appeal does not match one of the listed reasons, the manager will tell you this in writing within ten (10) working days after getting your application.

Step 2

The Appeals Examiner will examine your appeal and make a decision. You will be notified of the decision in writing within ten (10) working days of the date you lodged your appeal.

Step 3

The Appeals Examiner will examine your appeal and make a decision. You will be notified of the decision in writing within ten (10) working days of the date you lodged your appeal.

Step 4

The Appeals Examiner will examine your appeal and make a decision. You will be notified of the decision in writing within ten (10) working days of the date you lodged your appeal.

What decision could be made about your appeal?

You could be:

- given you the same mark
- given you a higher mark
- given you a lower mark
- allowed you to (re)sit the assessment, when available, without enforcing the ETB rules of repeat assessments
- the assessment could be declared null and void and the result cancelled

What is a Final Appeal?

If you do not accept the decision of the Appeals Examiner, you can appeal to the relevant awarding body.

Application Form Appeal of Assessment Result

Please complete this form in BLOCK letters. If you need some help, ask someone you trust. The relevant centre/programme manager must get this form within 10 working days after your results are issued. Appeals information is available in your MSLETB FET Centre.

Name: _____ PPS number: _____

Contact address: _____

Contact telephone no: _____

Email address: _____

Centre Name _____

Name of Programme/Course _____

Location: _____

Module Name _____

Why are you appealing your assessment result? (continue on a separate page if required)

What decision are you hoping for?

Are you a CAO Applicant? **YES / NO** (If **Yes** the below fee applies)

Are Appeals Fees Payable? (€40 per Module) **YES / NO**

Have you enclosed the fee payable? **YES / NO**

Your signature: _____ Date: _____

What should I do if I am not happy with the result of an assessment during the programme or when I receive my Provisional Results?

You should talk to your instructor, tutor, teacher or trainer about your result. They will provide feedback and explain how your work was marked.

What should I do if I am not happy with my final results/statement of results?

If you are not happy with the final result of your assessment you can appeal it. To appeal means to request a review of the result. The Appeal must match one of the criteria listed below.

Under what criteria can I appeal an assessment result? (List of Reasons)

You can ask for an appeal of your assessment if you think:

1. the person marking your assessment ("the assessor") did not record your results properly
2. the assessor marked your assessment unfairly or incorrectly
3. personal (for example, a family emergency) or health problems affected you during the assessment
4. the assessment was run unfairly or incorrectly, and this might have affected your result
5. there was a disruption during the assessment

How can I appeal an assessment result?

If you want to appeal your assessment result, you must:

- fill in the application form on this leaflet
- send the completed form, with the appropriate fee, if applicable; to the Centre/programme manager within **10 working days** from the date your final results/statement of results were issued.

