

# LEARNER APPEALS APPLICATION FORM – CTI, Senior College, Clonmel

## IMPORTANT INSTRUCTIONS AND INFORMATION TO LEARNERS

1. Learners wishing to appeal the result of a module, the assessment process, or both must complete this form and return it to their centre **before the deadline indicated below**. Applications received after this date will not be processed
2. An **administrative fee of €40.00** is payable in respect of **each appeal**. For example, a learner wishing to lodge an appeal in respect of the assessment process for one module, and, who wishes to appeal the results obtained in another two modules will have to pay €120.00. **Appeals will not be processed without payment**
3. Fees must be paid directly to your centre
4. The **outcome of the appeal** will be communicated to you **within 5 weeks** of submitting your appeal. If the outcome of the appeal is successful, the administrative fee per successful appeal will be refunded to you

**YOUR DEADLINE FOR SUBMITTING THIS APPEAL IS: 12.00 noon 24<sup>th</sup> June 2019**

Centre Name: CTI Senior College, The Mall, Clonmel, Co Tipperary

Learner Name: \_\_\_\_\_

Learner PPSN: (last 4 characters only) \_\_\_\_\_

Learner Address: \_\_\_\_\_

CAO Applicant: Yes  No

Tick (✓) ONE of the following:

- Assessment Result Appeal  (Complete section 1 only), **OR**
- Assessment Process Appeal  (Complete section 2 only), **OR**
- Both of the above  (Complete section 1 and 2)

## SECTION 1: ASSESSMENT RESULT APPEAL DETAILS

List each module you want to appeal separately

MODULE CODE	MODULE TITLE	ORIGINAL GRADE	FEE PAID (Please tick)
			<input type="checkbox"/> €40.00
			<input type="checkbox"/> €40.00
			<input type="checkbox"/> €40.00
			<input type="checkbox"/> €40.00

## SECTION 2: ASSESSMENT PROCESS APPEAL DETAILS

**For an assessment process appeal, you must clearly state your reason for your appeal. Include all details that you think are relevant to this appeal eg dates, times, venue, programme, details of communications etc. You may also attach copies of any support evidence if you wish. Attach additional pages, if needed**

**I confirm that I understand the appeals procedure**

<b>No. of Assessment Result Appeals</b>		€
<b>No. of Assessment Process Appeals</b>		€
<b>Total Amount attached in respect of this appeal application is</b>		€

**Learner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-ordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_