|  |
| --- |
| **C:\Users\Jenny\Desktop\Possible Stationery Designs\TipperaryETBLogo1August 2013.jpgQQI Appeals Application FORM (N10)**  This form must be completed, on behalf of a learner, and sent with the relevant documentation to:  **Carol O’Donovan, QA Officer, Tipperary ETB, Western Road, Clonmel, Co. Tipperary – clearly marking that this is an External Appeal**  **No later than 3 working days from receiving the application from the learner**  **Appeals received after this will not be processed** |
| **Appeal Fee**  A fee of €40.00 is payable in respect of each component grade being appealed. This fee is refundable in the case of successful appeals. The centre must collect the Appeal Fee(s) and retain it in the centre until the result of the appeal has been determined  **IMPORTANT:**     1. **Do not forward the Learner Appeals Application Form along with N10 & assessment evidence** 2. **Learners should not be given the contact details of the QA Officer who is overseeing appeals on behalf of TETB. Learners must communicate directly with the centre** |

|  |  |
| --- | --- |
| **QQI Appeals Application FORM (N10)** | |
| **CENTRE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LEARNER NAME (PRINT):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LEARNER PPSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **COMPONENT TITLE & CODE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Was this Component externally Authenticated?**  **Yes ⃝ No ⃝**  **If yes, please indicate was this portfolio of assessment included in the sample moderated**  **Yes ⃝ No ⃝**  **and, what was the name of the external authenticator?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **FEE PAID:** 🞏 **TOTAL AMOUNT PAID: €\_\_\_\_\_\_\_**  **CENTRE ROLL NO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **NAME OF PERSON WHO WILL PROCESS THIS APPEAL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **CONTACT E-MAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Contact Phone NUMBER:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINCIPAL/DIRECTOR/QQI COORDINATOR**  **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ORIGINAL RESULT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ORIGINAL GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** RESULTS SHEET ATTACHED: 🞏 Please indicate on the Authentication Report by Minor Award Results Sheet the grade under appeal | |  |  |  | | --- | --- | --- | | ***PLEASE TICK BELOW THE TYPE OF EVIDENCE REQUIRED AND/OR PRODUCED BY THE LEARNER THAT THE APPEAL’S Assessor CAN EXPECT TO SEE*** | **Required for this programme module** | **Available (if applicable)** | | ***Copy of QQI Component Specification*** |  |  | | ***TETB Programme Module*** |  |  | | ***Learner Marking Sheets*** |  |  | | ***Assessment Brief(s), as appropriate*** |  |  | | ***Examination Paper(s), as appropriate*** |  |  | | ***Learner Answer Book(s)/Portfolio of Assessment*** |  |  | | ***Outline Solutions/Suggested Answers /Marking Scheme(s)*** |  |  | | ***Disk / Printouts / Tape / Other learner evidence*** |  |  | | ***Visit required/requested for Appeal’s Assessor to centre (where volume of appeals is greater than 12)*** |  |  | | ***Evidence Cannot be sent by Registered Post/Courier and is available in Centre for Appeal’s Assessor*** |  |  | | ***Other (please specify)*** |  |  |   **Appeal Fee** A fee of €40 is payable in respect of each component grade being appealed. This fee is refundable in the case of successful appeals.  **CAO Applicant Yes 🞏 No 🞏** |