

## **QA 6.18b Cork ETB QQI External Appeal/s Centre Application Form**



Colleges/Centres wishing to appeal a result/s on behalf of a Learner must complete this form and send with the assessment evidence for the Appeal to:

Appeals  
Cork ETB QA Office  
Cork Training Centre  
Rossa Avenue  
Bishopstown  
Cork

### **CAO**

Candidates who have applied to the CAO must submit their appeal by 12:00 on the third Monday in June. Appeals received after that date may not be considered by the CAO for the purpose of offers

### **Appeal Fee**

A fee of €40.00 is payable in respect of each component being appealed. This fee is refundable for successful appeals. The College/Centre must collect the Appeal Fee/s and transfer to Cork ETB by (weekly) lodgement to Bank Account:

**Cork Education and Training Board  
Allied Irish Bank, 66 South Mall, Cork.  
Account Number: 80975002  
Sort Code 93-41-78  
BIC: AIBKIE2D  
IBAN: IBAN IE20 AIBK 9341 7880 9750 02**

### **IMPORTANT -**

1. Do not forward Learner Appeal Application Form along with assessment evidence
2. When sending payment to Cork ETB, e-mail Remittance Advice and List of Learner Names to [appealoffice@corketb.ie](mailto:appealoffice@corketb.ie) REF: **QQI External Appeal/s. This email must be password protected.**
3. Enclose Remittance Advice and List of Learner Names with Appeal/s
4. Appeals will not be processed without e-mailed Remittance Advice and list of learner names

<b>COLLEGE /CENTRE NO:</b> <hr/> <b>COLLEGE /CENTRE NAME:</b> <hr/> <b>LEARNER NAME (PRINT):</b> <hr/> <b>LEARNER PPSN:</b> _____ <b>COMPONENT/ TITLE &amp; CODE:</b> <hr/> <hr/> <b>EXTERNAL AUTHENTICATOR:</b> <hr/> <b>COLLEGE/CENTRE CONTACT NAME:</b> <hr/> <b>CONTACT E-MAIL ADDRESS:</b> <hr/> <b>SIGNATURE:</b> <hr/> <b>PRINCIPAL/ CENTRE MANAGER</b> <b>DATE:</b> _____ <b>ORIGINAL RESULT:</b> _____ <b>ORIGINAL GRADE:</b> _____ <b>RESULTS SHEET ATTACHED:</b> <input type="checkbox"/> PLEASE INDICATE ON RESULTS SHEET COMPONENT GRADE UNDER APPEAL  <b>Please tick if this candidate has applied to the CAO</b> <input type="checkbox"/>	<b>PLEASE TICK BELOW THE TYPE OF EVIDENCE REQUIRED AND/OR PRODUCED BY THE LEARNER THAT THE APPEAL EXAMINER CAN EXPECT TO SEE</b>	Required for this programme module	Available (if applicable)
	<i>Learner Marking Sheets</i>		
	<i>Assessment Technique Evidence</i>		
	<i>Examination Paper</i>		
	<i>Learner Answer Book(s)</i>		
	<i>Outline Solutions/Suggested Answers /Marking Scheme</i>		
	<i>Disk / Printouts / Tape</i>		
	<i>Assessment Brief/marketing scheme</i>		
	<i>Visit required/requested for External Appeal Examiner to college/centre (where volume of appeals is greater than 12)</i>		
<i>Evidence Cannot be sent by Registered Post/Courier and is available in College/Centre for External Appeal Examiner</i>			
<i>Other (please specify)</i>			