



QQI Learner Results Appeal Form

If you wish to appeal your results in any QQI module you should complete this form and return it, along with the fee of €40.00 per module being appealed to your Programme Provider.

This fee is refundable in the case of successful appeals. Fees should be paid directly to METAC.

The Closing date for your appeal is: _____

[Applications received after the above closing date will not be processed.](#)

APPEALS WILL NOT BE PROCESSED WITHOUT DIRECT PAYMENT TO METAC

College/Centre Name:

Learner Name:

Learner PPSN:

Component/Module Code	Component/Module Title	Original Result & Grade	Fee paid €
	Total Fee's Due		

I attach fee in the total amount of €_____ in respect of this Appeal/s

Learner Signature:

Date

Received by METAC Staff Member:

Date:

Please complete the details below and return by email to registration@metac.ie or by registered post FAO The Quality Assurance Manager, METAC, Unit 1-4 Mountrath Enterprise Park, Dublin Road, Mountrath, Co Laois R32 XC96. The Quality Assurance Manager will inform you in writing of the outcome of the appeal within 4-6 weeks.

I completed the module: _____

On the date: _____

I received the grade of: _____

On the date: _____

My tutor was: _____

I would like to appeal this result on the grounds that:

(Select all that apply)

- There were irregularities or inequality in the implementation of the assessment process.
- There was a substantial error of judgement or miscalculation on the part of the tutor.
- My performance in the assessment was adversely affected by illness or other factors, which I was unable or unwilling to divulge prior to completion of the assessment.
- The tutor did not give sufficient weight to extenuating circumstances previously notified to METAC or did not meet the request for reasonable accommodation.

Please give details: _____

I understand that the fee enclosed is refundable if the appeal is successful.

 Signed

 Date