

Grade Appeals Form

Appeals Policy

Hi-Tech Training Appeals Policy is to provide learners with a fair, transparent and structured suite of follow-up actions in the event of academic disagreement or notification of mitigating circumstances.

Learners must have legitimate grounds for appeal. Typical grounds for appeal may include:

- A learner feels that an error has been made in the tally of marks/assignment of grade.
- A learner feels that the marks awarded do not accurately reflect the merits of their answer or the proper application of the marking scheme
- A learner is dissatisfied with the outcome of the recheck and/or review

Appeals Procedure

The Appeals procedure varies depending on the nature of the request:

- **Recheck:** 'the administrative operation of checking (again) the recording and combination of component scores for a module or stage.' (QQI Assessments and Standards, Revised 2013, 4.10.3)
- **Review:** According to QQI, 'Review means the re-consideration of the assessment decision, either by the original assessor or by other competent persons. Learners are required to state the grounds for the requested review. The grounds for review will normally be that the learner suspects that the assessment was erroneous in some respect.'
- **Appeal:** a formal request that another body (the Appeals Committee) re-examines the procedure or decision of decision-making committee. Disagreement with the decision in itself does not constitute grounds for appeal.

At Hi-Tech Training have a defined process for capturing and responding to appeals. This process is described in detail in the Learner Handbook that has been provided to you and on the Hi-Tech Training [website](#).

Your appeal will be treated as strictly confidential.

Submit To:	Hi-Tech Training Administration (admin@hitechtraining.ie)
Deadline:	Please submit your appeal as soon as possible after you are officially informed of your grade. This should not exceed two weeks except in the event of a mitigating circumstance.

Surname	First Name
Your e-mail address	Programme of Study
Date of Assessment (if known)	Tutor name (if known)

Please tick the box below which best describes the nature of your appeal

<input checked="" type="checkbox"/>	Nature of Appeal
<input type="checkbox"/>	Recheck (e.g., Tally of marks)
<input type="checkbox"/>	Review (e.g., Proper application of the marking scheme)
<input type="checkbox"/>	Dissatisfaction with the outcome of recheck/review
<input type="checkbox"/>	<i>Other, please specify</i>

Please provide a detailed description of your appeal

Please provide details (i.e., filenames) of any documentary evidence you may wish to submit as part of your appeal. Any such documents should be submitted with this complaint form.

Student's Signature:

Date: