



## **6.18b – Cork ETB QCI External Appeal/s Campus/Centre Application Form**

Campuses/centres wishing to appeal a result/s on behalf of a Learner must complete this form and send to [appealoffice@corketb.ie](mailto:appealoffice@corketb.ie). Arrangements should also be made with the Appeals Office for submission of the appeal documentation to:

Appeals  
Cork ETB QA Unit  
Cork College of FET – Bishopstown Campus  
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 campus/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 (QA6.18c) to [appealoffice@corketb.ie](mailto:appealoffice@corketb.ie). REF: QCI 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

Appeal Details:		Please insert X with the type of evidence required and/or produced by the learner that the Appeal Examiner can expect to see.	Required for this programme component	Available (if applicable)
Centre No:		Learner marking sheets:		
Centre Name:		Assessment technique evidence:		
Learner Name PRINT:		Examination paper:		
Learner PPSN:		Learner answer book/s:		
Component/Title/Code:		Outline solutions/suggested answers/markings schemes:		
External Authenticator:		Learner evidence including hard copy and digital evidence:		
Centre Contact Name:		Assessment brief/markings scheme:		
Contact email address:		Visit required/requested for external appeal examiner to college/campus/centre (where volume of appeals is greater than 12):		
Signature of Principal/Centre Campus Manager:		Evidence cannot be sent by registered post/courier and is available in campus/centre for external appeal examiner:		
Date:		Signposting document for electronic evidence location:		
Original Result:		Other (please specify)		
Original Grade:				
Results Sheet attached (please insert X) Please indicate on Authentication Report by Learner Group by Minor Award results sheet component grade under appeal.				
Please insert X if this candidate has applied to CAO:				