



D U N B O Y N E
C O L L E G E
O F F U R T H E R E D U C A T I O N

Appeals Procedures Summarised

Students may appeal QQI provisional results from Dunboyne College of Further Education in June of each academic year. This is to allow for a fair and transparent procedure where a student may appeal a result(s) that he or she considers to be unfair or unjustified.

The grounds for appeal are:

- Assessment Result Appeal
- Assessment Process Appeal

Results must be appealed before the appeal date in June (given in the letter accompanying provisional results). There are no further appeals through Dunboyne College of Further Education after that date.

The appeals process is as follows:

- Provisional results will be sent to students at the end of May or beginning of June in each academic year.
- When the student gets their results, they may request to appeal the result.
- Students will follow the procedure outlined in the letter accompanying results (see Procedure to Appeal a Result below).
- Students will discuss their appeal with the Appeals Co-ordinator and may attend a meeting with the Appeals Co-ordinator to view their script(s). Students may view their script alone or may have one other person accompany them.
- If, after viewing their script, the student would like to continue with an appeal, they will fill in an Assessment Appeals Application form.
- Their form and the script(s) will be sent to an independent appeals committee.
- The independent appeals committee will make a decision on the appeal.
- The Appeals Co-ordinator will communicate this information to the student within 3 days of receiving it from the independent appeals committee.
- The appeal process is final.

Procedure to Lodge an Appeal

If you wish to lodge an appeal please note the following:

- To request an appeal please email Irene Togher, Appeals Co-ordinator, on itogher.dbc@lmetb.ie on or before Friday June 5th 2020 at 3.00pm. **You must appeal on or before this date. There will be no further appeal open to you in August.**
- Please include your name, address, course, contact phone number and the reason for the appeal.
- Irene Togher will contact you to by email or phone to give you information on your appeal and to arrange a time and date to come into the college to view your script. You will be requested to fill in an application form for an appeal.
- After viewing your scripts, if you wish to appeal the result there will be a charge of €50 per module (refundable in the event of a successful appeal).

Important Note in Relation to Covid-19

Due to restrictions in relation to Covid-19, it may not be possible to access the college to view scripts or to complete appeals. In this case, appellants can discuss their appeal with the Appeals Co-ordinator, and will be facilitated to view their script(s) by digital and remote means where reasonably possible.