

# Robotics and Automation Apprenticeship (RAA)

## Assessment Appeals Application Form

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach  
Co-funded by the Government of Ireland and the European Union.



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

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## GROUNDS FOR APPRENTICE APPEALS

Apprentices may lodge an appeal if they are not satisfied with the grade awarded and/or if they perceive that there was an irregularity within the assessment process itself.

An **Assessment Process Appeal** is where the apprentice believes that the assessment did not comply with LMETB's assessment conditions, specifications or procedures and that the apprentice's assessment performance was negatively impacted as a result.

Apprentices may submit an appeal of the **assessment process** under the following areas of assessment:

- communications and information – insufficient notice or information was provided to the apprentice in relation to the assessment.
- planning and design – the assessment did not assess what it claimed to assess, or the format was not as outlined in the award descriptor.
- conducting and implementing an assessment event – the assessment regulations were not properly implemented.
- deadlines
- compassionate consideration – approved compassionate circumstances were not considered.
- reasonable accommodation
- security of the assessment materials, records, and documentation
- feedback to apprentices
- malpractice
- marking and grading
- repeats
- internal verification and authentication process
- appeals process
- results approval process

An **Assessment Result Appeal** is where the apprentice believes that the marks awarded are not representative of the quality of the work submitted. Only approved results can be appealed by the apprentice. No new assessment evidence can be submitted. The apprentice portfolio of evidence will be sent to an independent Appeals Examiner for review.

**Part A: To be completed by the apprentice and returned to the National Programme Manager, Programme Leader (Collaborating Provider) or Designated Person (DP) by a specified deadline.**

**Please note:** There is no appeal fee for the RAA Apprenticeship programme.

Please tick appropriate appeal type:

Assessment **Result** Appeal

Tick this box ONLY if you are appealing the results of your assessment.

Assessment **Process** Appeal

Tick this box ONLY if you believe the assessment conditions and/or process negatively impacted your assessment performance.

Centre Name:				
Apprentice Name:				
Apprentice Email				
Apprentice Contact number				
Programme Code/Title:				

Are there impending deadlines which may need to be considered with this application:

Yes

No

CAO Applicant/Other applicant:  
 Please note: If you have applied to the CAO, please check with your FET Centre for the last date for appeal submissions. Appeals received after this date may not be considered by the CAO for the purpose of offers.

Please give details of any deadlines here:

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Details of application – Please explain why you are appealing your result:

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Module Code	Module Title	Module Level	Original Result	Ground for Appeal (see Table 1.1)

Candidates wishing to Appeal their final result must complete this form and return to the **National Programme Manager or Programme Leader** (Collaborating Provider) [Insert name and address of centre here], on or before xx/xx/xx. Appeals received after this date will not be processed.

I confirm that I have read and understand the appeals procedure including the grounds for appeal.		
Apprentice	Signature	Date
National Programme Manager/ Programme Leader Signature		

**Part B: To be completed by the National Programme Manager/Programme Leader (Collaborating Provider and forward to the Assessment Appeals Facilitator**

