



Appealing Your Assessment Result

What to do if you are not happy with your test results.

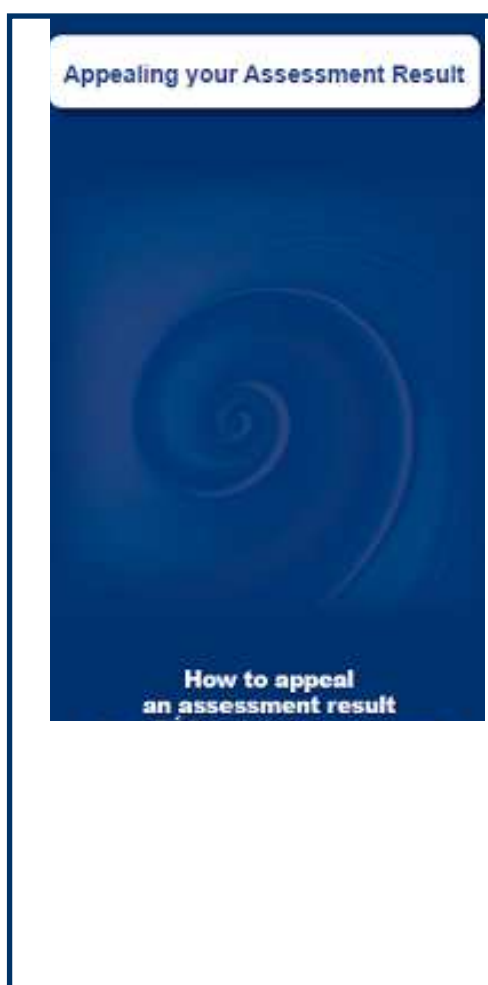
Easy To Read Guide



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This is an easy to read leaflet.



There is another leaflet with a lot more information.

That document is harder to read.



What this document is about

This document is about learners and what they can do if they are not happy with the result they get.

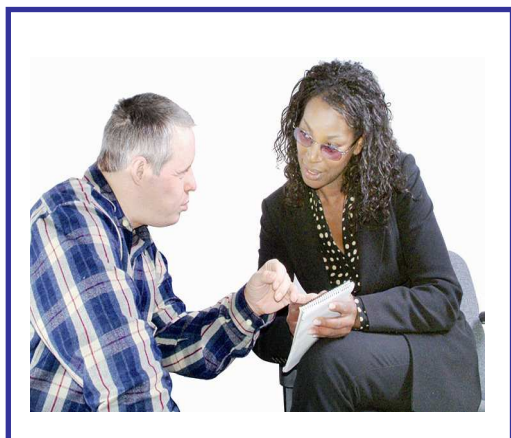
A learner is a person who does an ETB course



Learners take tests about what they are learning and get test results.

Learners get test results as they go along and a final result at the end of the course.

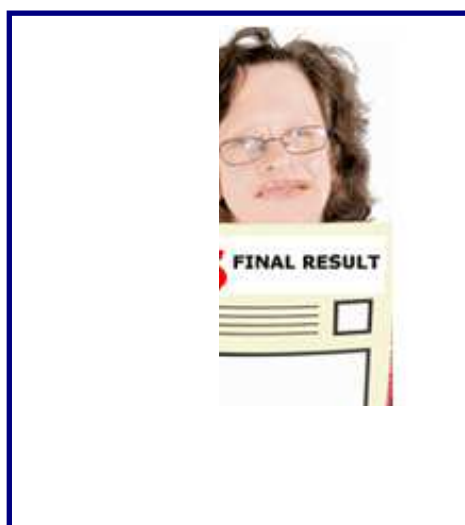
What can you do if you are not happy with a result?



You will get some results along the way.

If you are not happy with a test result you should talk to your teacher about why you got that result.

If you're not happy after talking to your teacher you can apply to have the result checked.



You will also get results at the end of the training. This is called a final result.

If you think your final result is wrong you can get it checked.



You will have to fill in a form to get the result checked and there is more about this later.



Why would I get my results checked?

You think that the person marking your test made a mistake or was wrong.



You think that the rules were not followed.

You think that the rules did not fully cover your needs.



You had personal problems or were not well during the time of the test.

Something happened that made it hard to do the test.

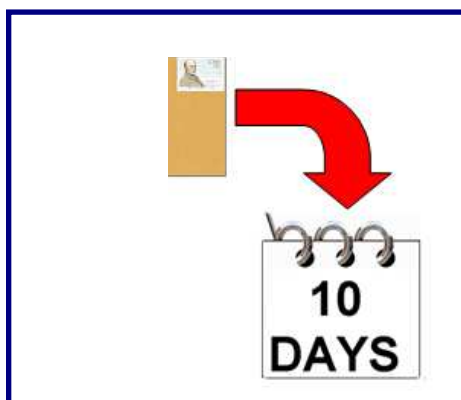
How to get my final results checked



You must fill in a form

You can get help filling in this form if you need it

The form must have reasons why you want to have your results checked. The forms must be sent to the ETB Manager



You must send the form within 10 days of the results being sent.

The ETB will look at the form you send in



The ETB Manager will send you a letter to tell you that the ETB has your form and is working on it

The people who work for the ETB will meet and talk about the information on the form

They will decide if they agree with your appeal or not



The ETB Manager will write to you with the decision no later than 30 working days after the first letter

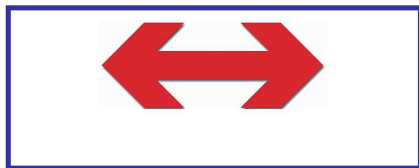
Working days are normally Monday to Friday

The other leaflet has a lot more information



The ETB Decision

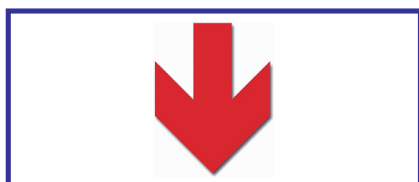
One of these things will happen:



- You will get the same result



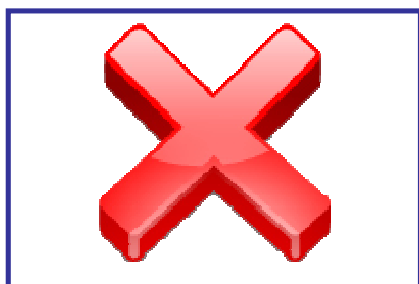
- You will get a higher result



- You will get a lower result



- You will get to do the test again



- The result of the test will be cancelled



- If you're still not happy you can ask the body that gives out the award



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This document has been proof-read by a focus group
arranged by Inclusion Ireland