**TEG Examination Appeal Form**

*Please read this form carefully, complete it and return it with your appeal statement.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEG Examination Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEG Examination Level, Date and Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(e.g. B1 Exam, 16 February 2019, Kilkenny)

An appeal is where a candidate formally requests the maker of a formal decision, or a person acting on their behalf, to review that decision, i.e. to reconsider the formal decision in light of concerns expressed by the appellant under one or more of the grounds of appeal below.

All appeals must be submitted within the deadline specified on teg.ie, usually within one week of release of grades.

The **grounds for appeal** of an examination grade are as follows:

1. Evidence of substantive irregularity in the conduct of the examination;
2. Evidence of substantive bias by one or more of the examiners in arriving at a decision;
3. Clear and comprehensive evidence that the grade received is inaccurate.

Please indicate on which of the grounds specified above you are appealing your result (Please circle or tick the relevant option):

i ii iii

Exclusions

1. Disappointment with an assessment result or a view that a higher mark should have been obtained does not constitute valid grounds for appeal.
2. Complaints about individuals or about the established procedures do not constitute grounds for an appeal.
3. A decision that has previously been reviewed or appealed cannot be appealed on the same grounds again.

Where an appeal application does not satisfy the grounds for appeal, the appellant is not eligible for a refund. Therefore, all candidates are advised to give careful consideration to the grounds above before making an appeal application.

If an application for appeal is granted, the relevant elements of the candidate’s effort will be remarked by a TEG examiner who was not involved in the first marking. The candidate should receive an appeal outcome within ten working days of having his/her application granted. In the case of PME applicants, TEG will make every effort to ensure that Appeal applications are processed by the deadlines for the relevant application(s).

Please tick the appropriate box below.

|  |  |
| --- | --- |
| I am appealing my grade in the oral examination only. (€80) |  |
| I am appealing my grade in the written examination only, which also covers the reading and listening sections. (€80) |  |
| I am appealing my grade in the both oral and written examinations. (€150) |  |

In the event that an appeal results in an increase in a candidate’s grade, the candidate should contact TEG in order to arrange for a refund of this fee.

You are required to state the reasons for your appeal in your **statement** on page 3 of this form and must include evidence to support this. Incomplete applications will not be considered.

Please ensure that you have completed all steps below before submitting your application. You should tick the boxes below as appropriate.

|  |  |
| --- | --- |
| I confirm that I have read the grounds for Appeal and understand them. |  |
| I confirm that I have completed payment for this Appeal. |  |
| I confirm that I have submitted a full application and that all information contained within is true and accurate. |  |

Please confirm below whether or not your application relates to an application for a Professional Master of Education (PME) programme.

|  |  |
| --- | --- |
| This application relates to an application for a Professional Master of Education (PME) programme. | Yes 🞏No 🞏 |

(Applicants for PME programmes are reminded that they require a grade of 65% or higher in the TEG B1 oral examination in order to apply for the PME.)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| In order to finalise your appeal application, you must complete the following steps:1. Complete payment for your appeal at: [shop.nuim.ie](https://shop.nuim.ie/index.php?app=ecom&ns=catshow&ref=language) » Lárionad na Gaeilge
2. Send this completed application form and statement via email to teanga@mu.ie
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**TEG Examination Appeal – Statement**

*Below you are asked to detail the reasons for your Appeal with reference to the grounds of your appeal application. You should attach supporting evidence or additional documents if necessary.*

|  |  |
| --- | --- |
| **Name** |  |
| **TEG Examination Number** |  |
| **Statement** |