

S.C.G. & O.C.G. – Repeat Result Viewing & Appeal Process

I. The appeal process is comprised of two elements and is open to candidates who have not achieved the pass mark of 40% in a module.

- a. Viewing of Scripts.
- b. An Appeal Application.

II. Viewing of Scripts.

- a. Upon receipt of your results, if you have not achieved a pass mark in a module and if you decide that you would like to view a particular exam script you will have to forward your request by email to the Irish Language Requirement Office (viewing.scgocg@protonmail.com). Your email with 'VIEWING' in the subject/title should indicate your name, SCG or OCG, your examination or assessment number and the module(s) you wish to view/listen to.
- b. You must forward script viewing request email to reach the Irish Language Requirement Office **by 5.00pm on Friday, 24th September, 2021.**
- c. Please note that this is an absolute deadline, script viewing will only be available to applicants who have sent a script viewing request email by this deadline.
- d. There is no charge for the viewing of scripts.
- e. Viewing of Exam Scripts will be arranged electronically and we will contact you to arrange this.
- f. Please note that it is not necessary to view your script in order to undertake an appeal.

III. Appeal Application.

- a. Upon receipt of your results or upon viewing your Exam Script, if you have not achieved a pass in a module, you may decide that you would like to appeal a particular exam grade. You will have to follow (1) and (2) below.
- b. (1) EMAIL APPEAL REQUEST: forward your request by email to the Irish Language Requirement Office (appeals.scgocg@protonmail.com). Your email with 'APPEAL' in the subject/title should indicate your name, SCG or OCG, your examination or assessment number and the module(s) you wish to view/listen to.
- c. (2) APPEAL PAYMENT: To apply for an appeal of a module result proceed to www.ilrweb.ie. Click on the 'EASY PAYMENTS PLUS íoc ar líne' button. From the drop-down menu select 'SCG & OCG miscellaneous fees, then click on 'Examination Appeal Re check Add to Bill' to submit your application and to indicate module(s).
- d. You must forward script appeal request email **and** effect payment online **by 1.00pm on Wednesday 29th September, 2021. Late applications will not be processed.**
- e. Please note that this is a strict deadline, appeal application will only be available to applicants who have applied online by the above deadline.
- f. The re-check fee is €50 per module and is non-refundable. This is a re-check charge and will not be refunded to you.
- g. On receipt of an Appeal application the Exam Script will be sent to an Appeal Examiner for re-marking.
- h. This Examiner will be different from the Examiner who originally marked your work.
- i. In the interests of equity and fairness the re-marking on appeal is carried out in accordance with the same marking scheme as used in the initial marking.
- j. The appeal process exists to ensure that the marking scheme has been applied consistently and fairly to your work. Examiners can award only those marks due to you according to the marking scheme.
- k. On appeal your grade could be upgraded, could remain the same, or could be downgraded.
- l. Appeal results will issue on or before 15th October 2021.