

S.C.G. & O.C.G. - Result Appeal Process

I. The appeal process is comprised of two elements.

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

II. VIEWING OF SCRIPTS.

- a. Upon receipt of your results, if you decide that you would like to view a particular exam script you will have to forward a script viewing request by email to the Irish Language Requirement Office (to viewing.scgocg@protonmail.com). The subject line of the email should state 'VIEWING' In the email state; name, whether SCG or OCG, your exam/assmt. Number and the specific module(s) you wish to view/listen to.
- b. You must forward completed script viewing email to reach the Irish Language Requirement Office **by 5.00pm on Wed, 21st May 2025.**
- c. Please note that this is an absolute deadline, script viewing will only be available to applicants who have forwarded a script viewing request by email by this deadline.
- d. There is no charge for the viewing of scripts.
- e. Viewing of Exam Scripts will take place in person in Marino Institute of Education, Griffith Ave., Dublin 9, D09R232 on Saturday, 24th May 2025, 10.00 am – 12.00.
- f. Viewing of scripts is only available during this session only.
- g. Please note that it is not necessary to view your script in order to undertake an appeal.
- h. Regulations governing Script viewing:
 - i. Viewing of scripts is available to a candidate who has obtained a mark in the range 0-39% in the module to be viewed.
 - ii. Script Viewing will only be available to applicants who have returned a Script Viewing request by email by the above deadline.
 - iii. Only the Exam script/modules indicated in the email request will be available at the script viewing session.
 - iv. An applicant may be accompanied by one other adult during the viewing of scripts.
 - v. Entry to the viewing hall by any adult not accompanying a candidate (limit of one adult guest) will be refused.
 - vi. An applicant may not remove a script, write on it, remove any part or photo/photocopy, record any part.
 - vii. Having viewed their script quietly for a period of time, applicants may if they wish, consult with member(s) of the Lecturing Staff of Rannóg na Gaeilge, Marino Institute of Education who will be available at the viewing session.
 - viii. **This consultation is available to the applicant only.**
 - ix. Please note that it is not necessary to view your script in order to undertake an appeal.
 - x. Viewing of Scripts will take place as outlined above. Applicants who have returned a viewing of scripts request (by email) should proceed to reception at rear of main building and follow signs.
 - xi. Failure to adhere to the above regulations can result in a candidate being asked to leave the viewing session.
 - xii. **Please do not arrange a viewing unless you intend to be present for viewing.**

III. APPEAL APPLICATION.

- a. Upon receipt of your results or upon viewing your Exam Script you may decide that you would like to appeal a particular exam grade. If you decide that you would like to appeal a particular exam script/grade you will have to forward an Appeal request by email to the Irish Language Requirement Office (to appeals.scgocg@protonmail.com). The subject line of this email should state the word 'APPEAL'. In the email state; name, whether SCG or OCG, your exam/assmt. Number and the specific module(s) you wish to appeal.
- b. The appeal re-check fee is €50 per module and this must be paid online at <https://pay.easypaymentsplus.ie/feepay1.aspx?id=402> EASY PAYMENTS PLUS/ SCG OCG Miscellaneous Fees/Appeal Fee. This fee is a re-check fee and will not be refunded.
- c. Both the Appeal request email and the online payment must be effected **on or before 5.00pm on Monday 26th, May 2025 the appeal closing date, in order for your appeal to proceed.**
- d. Please note that both email and payment must be received by the above deadline.
- e. On receipt of an Appeal request email and online payment the Exam Script will be assigned to an Appeal Examiner for re-marking.
- f. This Examiner will be different from the Examiner who originally marked your work.
- g. 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.
- h. 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.
- i. On appeal your grade could be upgraded, could remain the same, or could be downgraded.
- j. It is hoped that appeal results will issue on Monday 9th June, 2025.