

## ASSESSMENT APPEALS FORM

### INSTRUCTIONS FOR STUDENTS:

- You should **NOT** attempt to complete this form unless you have read the associated 'student procedure'.
- Please complete sections 1.0 – 4.0 only.
- Please forward the completed form to your relevant Unit Leader within 10 days of being advised the outcome of your assessment.

### INSTRUCTIONS FOR UNIT LEADERS:

- You should **NOT** attempt to complete this form unless you have read the associated 'staff procedure'.
- Please complete section 5.0 and return the form to the student within 5 days of receipt.

### Section 1.0 – Student Details

<b>Name</b>		<b>ID Number</b>	
<b>Address</b>			
<b>Phone(s)</b>			
<b>Email</b>			

### Section 2.0 – Program Details

<b>Qualification / Accredited Course</b>	<i>&lt;Insert name of qualification / accredited course which this appeal relates to&gt;</i>
<b>Unit(s) / Modules(s)</b>	<i>&lt;List units of competencies / modules which this appeal relates to. If unsure, check with your Unit Leader&gt;</i>

### Section 3.0 – Reason for Appeal

<b>Reason for dissatisfaction with assessment process or outcome</b>	<i>&lt;e.g. disagree with my assessment result because...&gt;</i> <i>&lt;Attach additional information if required&gt;</i>
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### Section 4.0 – Signature Block

<b>Student Signature</b>		<b>Date Lodged</b>	
<b>Unit Leader Signature</b>		<b>Date Received</b>	

### Section 5.0 – Outcome of Assessment Review

<b>Result</b>	<i>&lt;tick relevant box&gt;</i>		
	<input type="checkbox"/>	Appeal Successful	
	<input type="checkbox"/>	Appeal Unsuccessful	
<b>Explanation of Reasons for Decision</b>	<i>&lt;provide brief rationale for decision&gt;</i>		
	<i>&lt;Attach additional information if required&gt;</i>		
<b>Unit Leader Name</b>			
<b>Unit Leader Signature</b>		<b>Date</b>	