

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

Name		ID Number	
Address			
Phone(s)			
Email			

Section 2.0 – Program Details

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

Section 3.0 – Reason for Appeal

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

Student Signature		Date Lodged	
Unit Leader Signature		Date Received	

Section 5.0 – Outcome of Assessment Review

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