

Student Assessment Appeals Form Standard 6

Assessment Appeals Procedure

Learners have the right to challenge the assessment decision made by the assessor on a unit of competency. The following steps are to be followed if a learner wishes to exercise this right.

- The learner should first discuss their opinions with the assessor. If still not satisfied with the decision, they may appeal to the Operations Team Leader. An appeal must be made in writing to the Operations Team Leader within 7 days of you having received a judgement decision that you wish to appeal.
- 2. The learner will receive a confirmation receipt within 5 working days.
- 3. A written response will be issued to you within 14 working days.
- 4. The General Manager must notify any external accrediting body that an appeal has been lodged, if the result impacts any external recording of results.
- 5. The General Manager will collect information from the learner and the assessor and give a decision within 30 days of the original appeal.
- 6. Where required, a re-assessment process will be conducted by an independent assessor/s (who may be external to the organisation).
- Should a time longer than 60 working days from the original lodgement be required to finalise the appeal, the learner will be notified and also kept informed of all progress on the matter until it is resolved.
- 8. Comprehensive records will be made of any appeal and subsequent actions and findings.

Note: a separate 'Assessment Appeals Form' must be completed for each assessment decision being appealed.

Please note: By filing in this form, you are requesting to appeal a judgement decision made against an assessment submission.

This form serves to begin the appeal process.

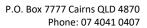


Date	
Name	
Contact Numbers	
Brief description of the a	ssessment task
Evidence provided by lea	rner
Comments on assessmen	nt feedback given
Please detail your reason	n for an appeal in full, giving as much detail as possible
Signature	



OFFICE USE ONLY

Received by		Appeal Number Issued	
Date		Given to General Manager	
Date written acknowledgement forwarded		Ву	
Date Issued		Follow up Date (NB: 60-day limit)	
Action Taken (meetings documentation	, investigation, intervie	ws and formal hearings). Attac	h all
l			
Note any referral to inde	ependent party or autho	ority.	
Record of decision and a preventive actions)	any further recommend	lations for action (improvemer	it, corrective or
l			





Specify possible improvement based on appeal		
Date of finalisation or extern	aal referral	
Signature	Date	
Entry into file	Date	
Entry into file	Date	
Entry into file Decision by:	Date	
	Date	
Decision by:	Date	
	Date	
Decision by:	Date	
Decision by: Signature Date decision made	Date	
Decision by: Signature	Date	
Decision by: Signature Date decision made	Date	
Decision by: Signature Date decision made Assessor signature	Phone/ Email/ Text	