

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.

1. 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).
7. 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 assessment task	
Evidence provided by learner	
Comments on assessment feedback given	
Please detail your reason 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		By	
Date Issued		Follow up Date (NB: 60-day limit)	

Action Taken (meetings, investigation, interviews and formal hearings). Attach all documentation

Note any referral to independent party or authority.

Record of decision and any further recommendations for action (improvement, corrective or preventive actions)

Specify possible improvement based on appeal

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Date of finalisation or external referral

Signature

Date

Entry into file

Date

Decision by:

Signature	
Date decision made	
Assessor signature	
Date	
Notification of decision sent to Learner	Yes/ No Phone/ Email/ Text
Date	