

# ASSESSMENT APPEAL FORM

RTO No: 45065  
 P: (02) 9310-4077  
 A: Shop 30a, 23 Norton Street, Leichhardt NSW 2040



Please complete this form if you wish to formally appeal against the result of your assessment.

OFFICE USE ONLY	
Case #	

<b>Student's Name</b>				<b>Student Number</b>	
<b>Qualification (code and title)</b>					
<b>Phone</b>		<b>Fax</b>		<b>Mobile</b>	
<b>Email</b>					
<b>Trainer's Name</b>					
<b>Assessor's Name (if different)</b>					
<b>List all units the assessment covered (Attach additional list if necessary)</b>					
<b>Unit Code(s)</b>	<b>Unit Title(s)</b>			<b>Assessment Date</b>	
<b>Assessment details</b>	<input type="checkbox"/> One assessment		<input type="checkbox"/> Final assessment		
<b>Assessment decision</b>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		<input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent		
<b>Reasons for appeal</b>	Detail your grounds for the appeal (eg describe the alleged fault in the process, or other reasons, briefly but as clearly as possible). Attach additional page(s) if necessary.				
<b>Student's Signature</b>				<b>Date</b>	

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<b>Received by</b> (print name)		<b>Sign</b>		<b>Date</b>
<b>Assessed by</b> <b>Director of Studies</b>	Sign	<b>Justified</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>
<b>Reasons for rejecting</b> <b>appeal</b>				
<b>Reasons for</b> <b>approving appeal</b>				
<b>Reviewed by</b>	Name		Sign	
	Name		Sign	
<b>Review decision</b>	<input type="checkbox"/> Appeal upheld <input type="checkbox"/> Appeal rejected		<b>Date</b>	
<b>Reasons</b>				
<b>Discussed with</b> <b>the student on</b>  __ / __ / __  Print Date	Signature of Director of Studies			
	Signature of Student			
<b>Student advised in</b> <b>writing</b>	Signature of Director of Studies	<b>By</b> <input type="checkbox"/> Letter <input type="checkbox"/> Email	<b>Date</b> __ / __ / ____	
<b>Continuous improvement required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Opportunity for Improvement Form completed</b>	Signature			<b>Date</b>
<b>Placed on student's file with a copy of the letter or email to the student and related documentation, including any review report</b>				
<b>Sign</b>			<b>Date</b>	