

## ASSESSMENT APPEAL FORM

If an Assessment decision has been reached and the candidate strongly feels they have been assessed unfairly, the candidate has the right to appeal **within 5 days** to challenge the assessment decision. The candidate **MUST** first attempt to resolve the issue directly with the relevant Trainer Assessor before an Appeal can be lodged. Once Lodged, we will contact you with 10 working days for further action.

### Valid Grounds for an Appeal

- The candidate has not been fully informed of the assessment process;
- The candidate need's has not been taken into consideration;
- The assessment process was different to that outlined by the trainer/assessor;
- The assessment process was not based on training package/course requirements;
- The trainer/ assessor was biased towards the candidate;
- The candidate had to work on faulty or inappropriate equipment or facilities.

### Personal Details

Family Name	Given Name
Phone	Email
Date of Assessment	USI

### Assessment Appeal Details

Name of Course:		
Unit Name:	Assessment No:	Name Trainer Assessor
Grounds for Appeal <i>(MUST explained in the context of what is considered valid grounds of appeal as above)</i>		

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use ONLY: Attached detail of Outcome on separate sheet if necessary

Re-Assessment Yes  No  Date Re-Assessment \_\_\_\_\_ Re-solved Yes  No  Details Attached