

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 decision. The candidate **MUST** first attempt to resolve the issue directly with the relevant Trainer/Assessor before the Appeal can be lodged. An Appeal against Assessment can only be considered if at least one of the following grounds for appeal can be established.

Valid Grounds of Appeal

- The candidate has not been fully informed of the assessment process;
- The candidate's needs have 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.

Name		Phone	
Email		Date of Assessment	
Name of Course:			
Unit Name/Code:	Assessment No:	Name Trainer Assessor	
Grounds for Appeal (<i>MUST explained in the context of what is considered 'Valid Grounds of Appeal' above</i>)			
Any additional information you would like to add			
We will be in contact within 10 working days to inform you on the progress of your Appeal			
Signature		Date	
Office Use ONLY: Attached detail of Outcome on separate sheet if necessary			
Re-Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Re-Assessment _____
	Resolved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Details Attached	<input type="checkbox"/>