

## Academic Appeal Request Form

The Academic Appeal Request Form should only be used for matters that relate to a learner's progress, assessment outcome, course content or awards in a Vocational Education Training course of study. For all other matters the Multi-Purpose Form should be used.

*In completing this form;*

- a) *You have the right to academic appeal, should you disagree with an assessment decision. Request for the following cannot be included in a request for Academic Appeal.*
- *Special consideration (due to crisis, illness or bereavement)*
  - *Substandard training or supervision*
- b) *It is mandatory that should you wish to appeal, that you lodge your Academic Appeal Request Form **within 14 days of receiving your assessment results** and clearly state your reasons for Appeal. It is essential that you provide the assessment task/s and all associated evidence that was assessed when submitting this form*
- c) *On receipt of your Academic Appeal Request Form your assessment task/s will be reviewed by the Training & Development Manager and the original assessor, and the revised outcome discussed with you before a final decision is made.*
- d) *If after this review process you are still dissatisfied, you can apply to have your assessment task/s reviewed by the College Director who will review all documentation and notify you in writing the final decision of the appeal.*

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### Complete the following and attached associated evidence for review

Learner Name \_\_\_\_\_

Learner address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

√ **Tick the box you wish the assessment decision to be reviewed on**

unit outcome  course progress  assessment outcome  course content  other

I, \_\_\_\_\_ request a review of my results and provide the  
*Learner name*

following reasons for Academic Appeal request;

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Signed by Learner

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Dated